



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, July 17, 2025

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

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

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

ROLL CALL

Directors:	President:	Jen Randle
	Vice-President:	Barbara Dye
	Director:	Matt Allen
	Director:	Wanda Bowles
	Director:	Nancy Marsh
Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Hope Atmore
	Legal Counsel:	William Parkin

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

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

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1. Public Hearing - Consideration of a Sewer Service Charge Increase and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218). <i>Item adjourned from June 26, 2025 Special Meeting.</i>	4
Recommendation:	
1) Receive staff report on proposed rate increases, and on written protests received;	
2) Open public hearing for public comment, and any protests;	
3) Close public hearing;	
4) Board action to Adopt Fee Resolution to Increase Residential and Non-Residential Customer Sewer Service Charges.	
2. Public Hearing – Consideration of Granada Community Services District Fiscal Year 2025/26 Sewer and Parks & Recreation Budgets.	22
Recommendation:	
1) Open public hearing and request public comment;	
2) Close public hearing; and	
3) Approve and adopt the budget.	
3. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the Fiscal Year 2024/25 San Mateo County Tax Roll.	32
Recommendation:	
1) Open public hearing for public comment;	
2) Close public hearing; and	
3) Approve the Resolution as presented.	
4. Recreation Activities.	55
a. Report on Planned Recreation Program Events.	
b. Update on Skate Ramp Vandalism and Consideration of Repairs	
5. Granada Community Park and Recreation Center Project	57
a. Consideration of Sean Rose, SR Rose Engineering as Project Manager for Next Phase of Granada Community Park and Recreation Center Development.	
b. Consideration of Additional Scope of Work by Kankel, Conroy, Rose + Hill and Scope of Work by Sunset Ecological for Next Phase of Granada Community Park and Recreation Center.	
c. Consideration of Appointing a Director as a Liaison to Park Project Team.	

6. Engineer's Report.	70
7. Report on Sewer Authority Mid-Coastside Meetings.	72

CONSENT AGENDA

8. May 15, 2025 Regular Meeting Minutes.	91
9. June 2025 Warrants.	94
10. July 17, 2025 Warrants.	95
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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)	108
16. Future Agenda Items.	109

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)

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

At the conclusion of the May 15, 2025 Board Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2025-007

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



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Chuck Duffy, General Manager

Subject: Public Hearing: Consideration of a Sewer Service Charge Increase and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218)

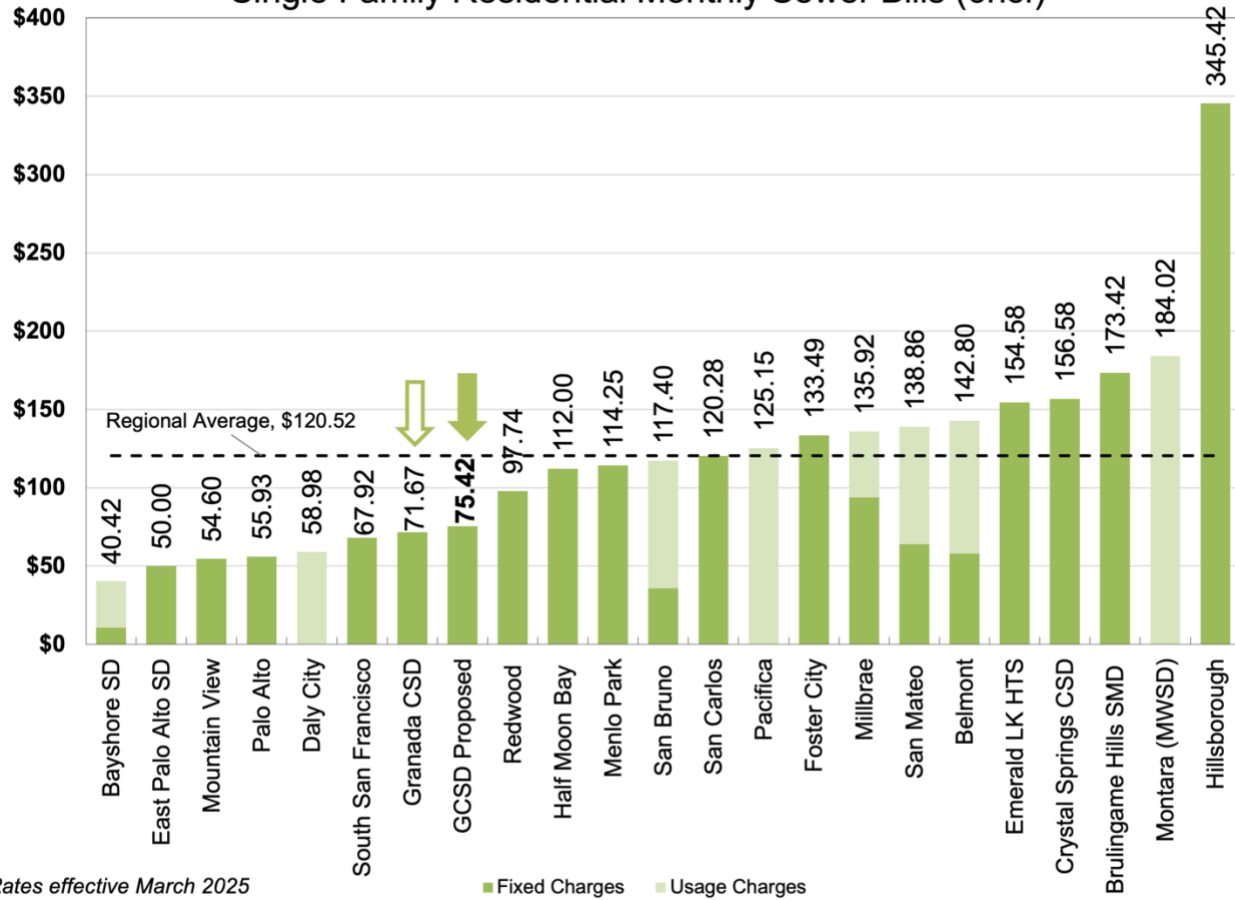
Date: July 17, 2025

At our April board meeting, Staff presented the attached draft Sewer Rate Study prepared by Bartle Wells Associates covering the next five years. The study proposes a 5% rate increase in the sewer service charge (SSC) for each of the next five years, which is slightly above the rate of inflation. Even with this increase, the District's rates would still be lower than 2/3rds of area districts, as shown on the attached graph on the next page. This increase is needed to fund District operations and its capital maintenance program, as well as fund the District's share of the Sewer Authority Mid-Coastside operations and administration, which comprises approximately 67% of the District's yearly costs.

- SAM has undertaken an infrastructure maintenance program which is projected to cost approximately \$3.6 million per year for at least the next 5 years. GCSD's share of that program will average about \$720,000 per year.
- Repair and replacement of collections system components – The District's aging sewer system needs continual repair and replacement. Some of our sewer mains date back to 1920, and pose the potential to cause spills based on offsets in the pipe joints, and root intrusion through cracks and joints. Funding for this program will average about \$275,000 per year. The projects will be bundled into two year increments for ease of construction and cost savings.

The Proposition 218 process required that the District send a mailer to each ratepayer outlining the proposed new SSC rate structure, and outlines a process for which ratepayers can comment or present written objections to the rates. This mailer was sent out on April 29. Your board is required to hold this public hearing to consider the proposed SSC increase and all objections received. Depending on the outcome of that hearing, your board will then vote on the proposed sewer service charge increase. Attached to this memo is: 1) the Sewer Service Charge Fee Resolution; 2) The Bartle Wells Sewer Rate Study; and 3) the Proposition 218 Notice mailed to ratepayers. Protest letters received as of the preparation of this packet are included under separate cover, and any additional protest letters will be presented at the meeting. As of this writing, the District has received two letters of opposition concerning the proposed rate increase.

Single Family Residential Monthly Sewer Bills (6hcf)





GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025-008

RESOLUTION APPROVING A 5 YEAR ANNUAL SEWER SERVICE CHARGE RATE SCHEDULE FOR THE GRANADA COMMUNITY SERVICES DISTRICT

The Board of Directors of the Granada Community Services District (“District”) finds and determines as follows:

WHEREAS, the District contracted for a sewer service charge rate study as prepared by Bartle Wells Associates in order to calculate the District’s cost of providing sewer service for fiscal years 2025/26, 2026/27, 2027/28, 2028/29 and 2029/30; and

WHEREAS, all due and proper notice of the proposed rate increase has been given in accordance with the provisions contained in Articles XIII C and D of the California Constitution (Proposition 218) and related implementing legislation; and

WHEREAS, the Board of Directors has conducted a noticed public hearing on the proposed rate increase and has counted all legally submitted protests thereto and found that no majority protest has been made;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the District that in consideration of the foregoing findings and determinations, the sewer service charge for fiscal years 2025/26, 2026/27, 2027/28, 2028/29 and 2029/30 shall be in accordance with the rate table and provisions listed on Exhibit A attached hereto.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Hope Atmore, District Board Secretary

EXHIBIT A

Annual Sewer Service Charge (SSC)

A. Residential Customers Sewer Service Charge. The flat rate sewer service charge for the fiscal years listed below, commencing July 1 of each year, shall be as follows:

Residential Rate	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Flat Rate SSC Per Residence	\$905	\$950	\$998	\$1,048	\$1,100

The Residential Rate for FY 2029-30 as stipulated in the table above shall continue in effect in subsequent fiscal years until this resolution is amended, repealed, or superseded.

B. Non-Residential Customers Sewer Service Charge. The sewer service charge for the fiscal years listed below, commencing July 1 of each year, shall be as follows:

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

Notwithstanding the foregoing commercial rates, in no event shall the non-residential sewer service charge be less than the flat rate sewer service charge for residential customers. The Commercial Rates for FY 2029-30 as stipulated in the table above shall continue in effect in subsequent fiscal years until this resolution is amended, repealed, or superseded.

The term “Annual Water Usage” is defined as the total metered water consumption for the user’s premises (measured in hundred cubic feet) for the preceding 12-month period ending on March 30 of each year, or such other 12-month period as determined by the District to be representative of the user’s water consumption.

Industrial Customers Sewer Service Charge - The sewer service charge for industrial customers each fiscal year, commencing July 1 of each year, shall be as determined by the District on a case-by-case basis taking into account the volume of wastewater discharges, loading factors for biochemical oxygen demand, chemical oxygen demand, suspended solids, and other relevant factors.



Sewer Rate Study

**DRAFT
4/10/2025**



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Table 1
Granada CSD - Sewer Rate Study DRAFT
Approved Rates

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

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

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

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

[1] ERU stands for Equivalent Residential Dwelling Unit

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

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

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

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

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

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

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

Table 4
Granada CSD - Sewer Rate Study DRAFT
CIP Program

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

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

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

Table 5
Granada CSD - Sewer Rate Study DRAFT
Cash Balances

FY 2024-25
Budget

SEWER RESERVES

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

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

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

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

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

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

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

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

Table 8
Granada CSD - Sewer Rate Study DRAFT
Rate Calculation

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

[1] ADWF stands for Average Dry Weather Flow

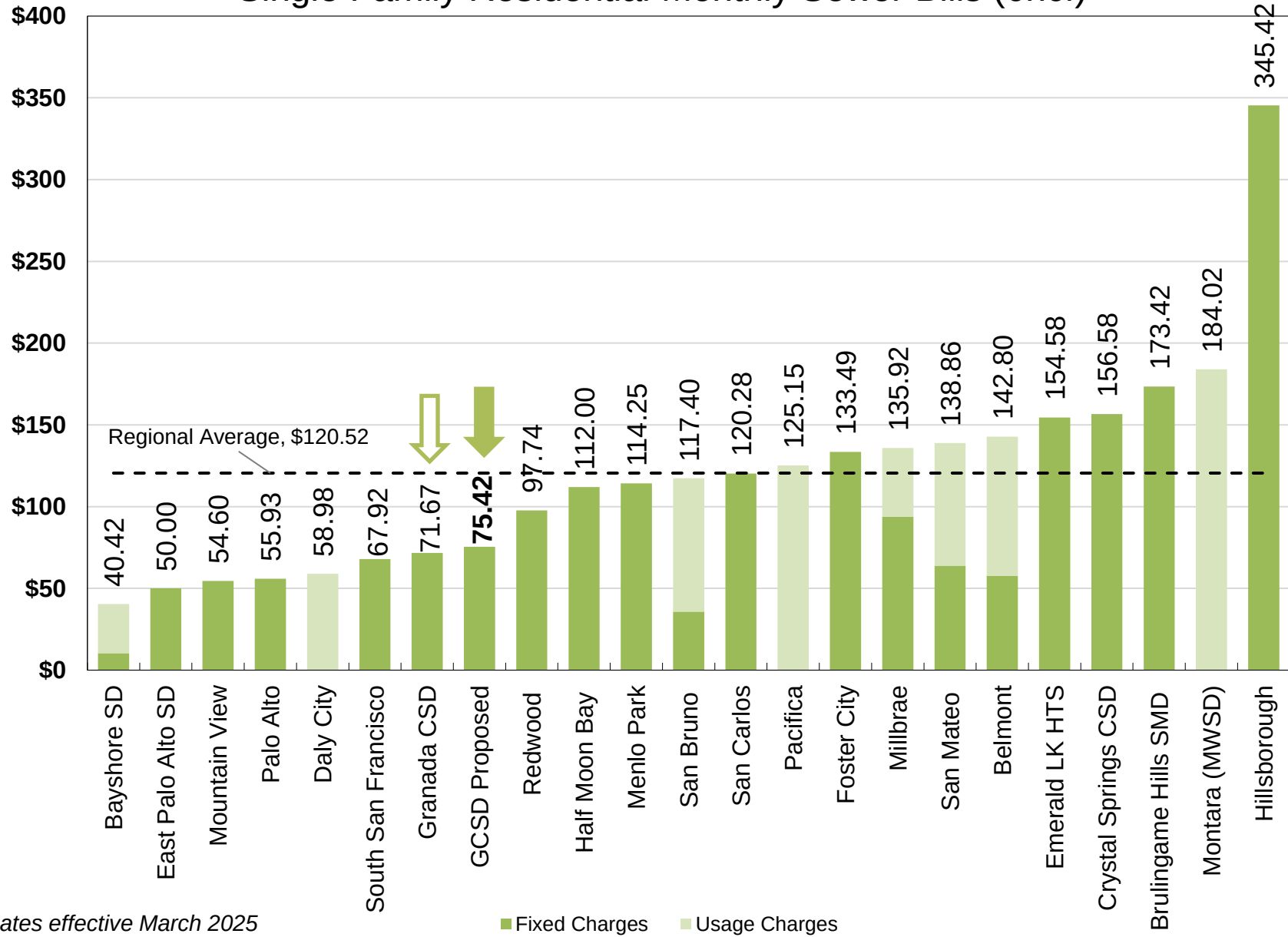
Table 9
Granada CSD - Sewer Rate Study DRAFT
Current and Proposed Rates

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

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

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

Single Family Residential Monthly Sewer Bills (6hcf)



Rates effective March 2025



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

Presorted
First Class
U.S. Postage PAID
Oakland, CA
Permit No. 385



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors
Jen Randle, President
Barbara Dye, Vice President
Wanda Bowles, Director
Nancy Marsh, Director
Vacancy

May 1, 2025

Dear Ratepayer,

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

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

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

Date: Thursday, June 26, 2025

Time: 7:00 p.m.

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

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

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

Date: Thursday, June 26, 2025

Time: 7:00 p.m.

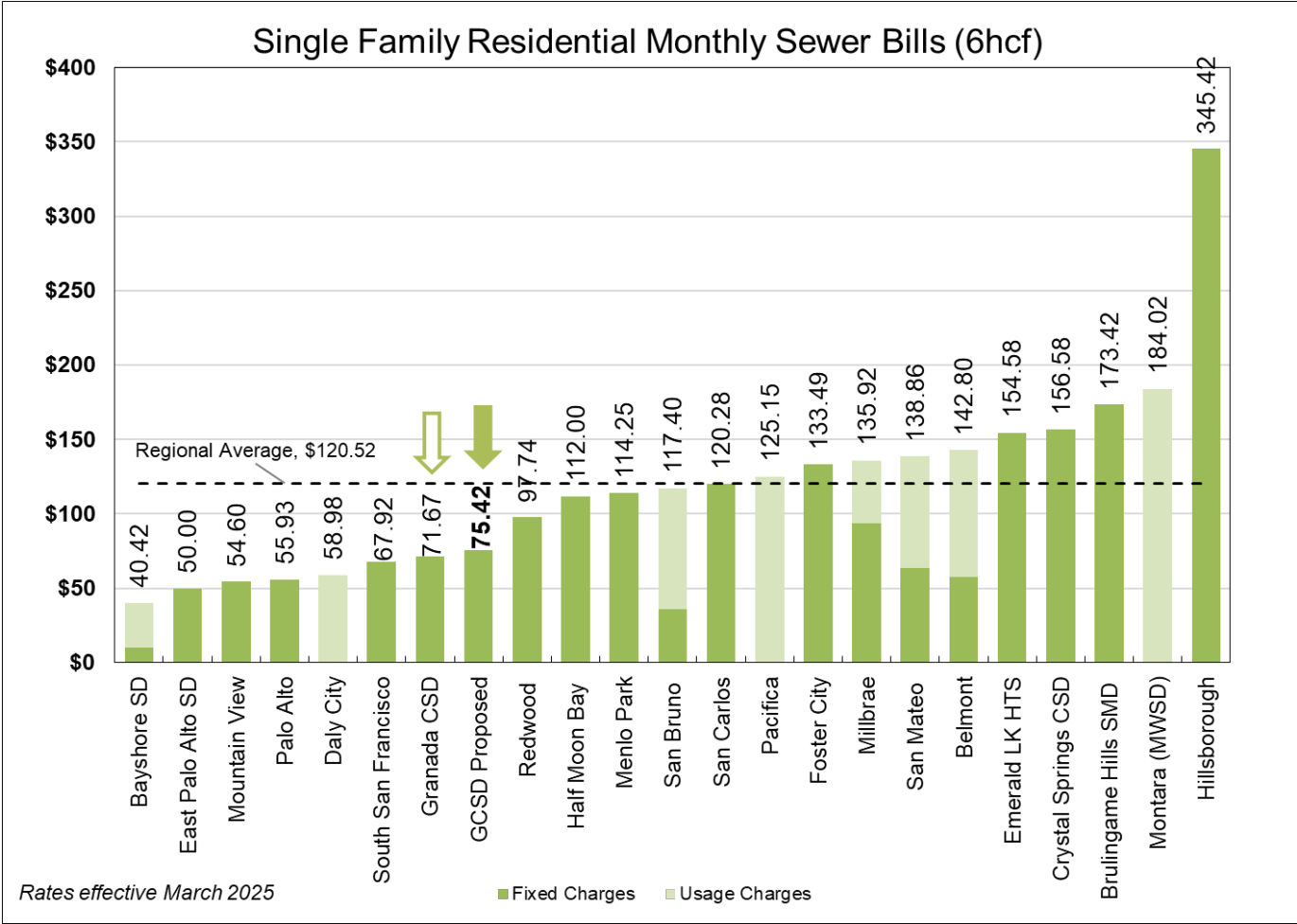
Place: The District Office at 504 Avenue Alhambra, 3rd Floor, El Granada, California 94018.

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

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

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

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



The District retained the firm Bartle Wells Associates to prepare a sewer rate study which recommended the maximum rate increases shown in the table below. The sewer rate study can be found on the District website at granada.ca.gov. If approved, the new annual rates will be collected on the County of San Mateo’s property tax roll each year as a separately listed charge.

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

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

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

Homeowners and businesses wishing to protest the proposed rate increases must submit a written protest which includes identification of the property involved by either listing the assessor’s parcel number (APN) or the property street address. The protest letter must be signed by the property owner, and we ask that you please include your printed name in the letter. Mailed protests or delivered protests must be received by District on or before the close of the Board’s public hearing on June 26, 2025. If you wish to mail a written protest, please send it in a sealed envelope addressed to: Granada Community Services District, P.O. Box 335, El Granada, CA 94018; *ATTN: SEWER SERVICE CHARGE INCREASE*. Protests may also be hand delivered to the District office located at 504 Avenue Alhambra, 3rd Floor, El Granada, CA. Ratepayers can also contact Assistant General Manager Hope Atmore at 650-726-7093 with questions concerning the proposed rate increase, or via email at hatmore@granada.ca.gov.

If written protests are presented by a majority of affected property owners prior to the close of the public hearing, the Board of Directors cannot adopt the proposed rate increases.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: GCSD Sewer and Parks and Recreation District Budgets - FY 2025/26
Date: July 17, 2025

Attached for your Board's consideration is the Fiscal Year 2025/26 Sewer District Budget and Parks and Recreation District Budget. In the 2024/25 budget, staff estimated shared administrative costs between sewer and parks with 75% allocated to sewer and 25% allocated to parks. Following a full year of classifying administrative costs, the 2025/26 budgets now provide an itemized listing of expenses for both budgets and how they are specifically allocated.

Sewer District Budget

The overall sewer budget totals approximately \$3.3 million. This budget incorporates the 1st year of the district's 5 year sewer service charge increase from \$860 per ERU last fiscal year to \$905 per ERU for this fiscal year. Budget highlights include:

- Sewer Authority Mid-Coastside – SAM operates the SAM intertie pipeline system and the SAM treatment plant which transports and treats the District's sewage collected from our own system. GCSD's share of the overall SAM budget increased by \$106,000 or 6% for FY 2025/26. The majority of that increase is due to the increase in the SAM infrastructure budget. GCSD's share of that budget increased by \$115,000 to \$645,000 over the previous FY. The SAM total infrastructure budget of \$3,645,000 is targeted for the repair and replacement of the section of the SAM IPS pipeline located in Montara in accordance with the ERF/SAM Consent Decree.
- Note that SAM's costs comprise approximately 73% of the GCSD sewer budget.
- Sewer service charge revenues are due to increase \$167,305 for the coming fiscal year due to the 5.2% SSC increase to \$905 per ERU.
- The 3rd two year phase of construction of our 6 year CIP is in the planning and design phases and due to start this fiscal year with an expected cost of \$450,000.
- Overall sewer expenditures including O&M and Capital costs for FY 25/26 are expected to be roughly \$31,000 more than expected revenues.

(continued next page)

Parks and Recreation District Budget

The Parks and Recreation budget now includes individual line items for its share of administrative costs, similar to the sewer district budget. Further, it separates the Granada Community Park and Recreation Center Project costs from the general Recreation expenditures in order to more accurately track expenses associated with the planning and construction of the Park project. Budget highlights include:

- The FY 24/25 budget estimated shared administrative costs at \$185,000 and the actual shared costs for the year are closely aligned with the actual shared administrative costs projected at \$190,620.
- Professional services for the Granada Community Park and Recreation Center Project are currently set at \$320,000 for the year and will cover costs associated with moving the project through county and regulatory agency permitting. The process of applying for a Coastal Development Permit (CDP) has started and we have brought on consultants to help manage further permitting and project management tasks.



GRANADA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2025/26

SEWER DISTRICT and PARKS & RECREATION DISTRICT OPERATIONS, ADMINISTRATION, AND CAPITAL BUDGET

BOARD OF DIRECTORS

Jen Randle, Board President

Barbara Dye, Board Vice President

Nancy Marsh, Director

Wanda Bowles, Director

Matt Allen, Director

DISTRICT STAFF

Chuck Duffy, General Manager

Hope Atmore, Assistant General Manager

Nora Mayen, District Administrator

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET

FISCAL YEAR 2025/26

	FY 2024/25 Approved Budget	FY 2024/25 Projected Actual	Over/ (Under) Budget	FY 2025/26 Budget
<u>SEWER - OPERATING REVENUES</u>				
1 . Annual Sewer Service Charges	\$ 2,785,000	\$ 2,759,000	\$ (26,000)	\$ 2,926,500
2 . Reim. from A.D. - Salary and Overhead	\$ 36,000	\$ 36,000	\$ -	\$ 37,440
3 . Recology of the Coast Franchise Fee	\$ 46,000	\$ 46,000	\$ -	\$ 46,000
4 . 480 Ave. Alhambra Rent	\$ 45,000	\$ 45,750	\$ 750	\$ 54,000
5 . Miscellaneous	\$ 5,000	\$ 3,800	\$ (1,200)	\$ 5,000
SUB-TOTAL OPERATING REVENUES	\$ 2,917,000	\$ 2,890,550	\$ (26,450)	\$ 3,068,940
 <u>SEWER - NON-OPERATING REVENUES</u>				
1 . Interest on Reserves	\$ 127,000	\$ 138,000	\$ 11,000	\$ 114,300
2 . Connection Fees	\$ 18,800	\$ 30,500	\$ 11,700	\$ 18,800
3 . SAM Refund from Prior Year Allocation	\$ 1,000	\$ -	\$ (1,000)	\$ 1,000
4 . ERAF Refund	\$ 200,000	\$ 225,000	\$ 25,000	\$ -
SUB-TOTAL NON-OPERATING REVENUES	\$ 346,800	\$ 393,500	\$ 46,700	\$ 134,100
 SEWER - TOTAL REVENUES	 \$ 3,263,800	 \$ 3,284,050		 \$ 3,203,040

Budget Revenue Assumptions:

- 1 . 3,234 ERU's of sewer service charge at **\$905** per ERU
- 2 . 75% of projected rent revenue, 480 Ave Alhambra
- 3 . 4.0% Interest on average yearly reserve
- 4 . 4 Connections at \$4700 per connection
- 5 . 0% of projected \$550,000 ERAF refund per board action on July 17, 2025

As approved at July 17, 2025 Meeting

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET

FISCAL YEAR 2025/26

	FY 2024/25 Approved Budget	FY 2024/25 Projected Actual	Over/ (Under) Budget	FY 2025/26 Budget
<u>SEWER - SAM OPERATING EXPENSES</u>				
1 . SAM General Budget - Treatment	\$ 796,989	\$ 796,989	\$ -	\$ 821,671
2 . SAM General Budget - Administration	\$ 350,186	\$ 350,186	\$ -	\$ 324,784
3 . SAM General Budget - Environmental Compliance	\$ 47,961	\$ 47,961	\$ -	\$ 39,943
4 . SAM General Budget - Infrastructure	\$ 571,200	\$ 571,200	\$ -	\$ 686,718
5 . SAM Contract Collections Services	\$ 174,761	\$ 174,761	\$ -	\$ 192,431
Sub-Total SAM Operations Expenditures	\$ 1,941,097	\$ 1,941,097	\$ -	\$ 2,065,547

As approved at July 17, 2025 Meeting

GRANADA COMMUNITY SERVICES DISTRICT

SEWER DISTRICT BUDGET

FISCAL YEAR 2025/26

	FY 2024/25 Approved Budget	FY 2024/25 Projected Actual	Over/ (Under) Budget	FY 2025/26 Budget
<u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u>				
1 . Accounting	\$ 36,000	\$ 36,500	\$ 500	\$ 37,440
2 . Auditing	\$ 13,500	\$ 12,200	\$ (1,300)	\$ 14,100
3 . Copier Lease	\$ 3,375	\$ 2,300	\$ (1,075)	\$ 2,500
4 . Directors' Compensation	\$ 11,250	\$ 8,300	\$ (2,950)	\$ 11,250
5 . Education & Travel Reimbursement	\$ 1,500	\$ 2,220	\$ 720	\$ 1,500
6 . Employee Salaries	\$ 186,000	\$ 180,000	\$ (6,000)	\$ 193,440
7 . Employee Medical, Payroll Taxes, and Retirement	\$ 99,750	\$ 99,400	\$ (350)	\$ 108,000
8 . Insurance	\$ 48,750	\$ 51,500	\$ 2,750	\$ 52,650
9 . Memberships	\$ 7,500	\$ 9,850	\$ 2,350	\$ 10,000
10 . Office Lease	\$ 46,500	\$ 46,500	\$ -	\$ 48,360
11 . Office Maintenance, Repairs, and Supplies/Other Properties	\$ 2,625	\$ 8,500	\$ 5,875	\$ 15,000
12 . Video Taping of Board Meetings	\$ 3,750	\$ 3,600	\$ (150)	\$ 3,900
13 . Computers/IT Services	\$ 3,750	\$ 5,350	\$ 1,600	\$ 3,900
14 . Publications & Notices	\$ 6,750	\$ 6,200	\$ (550)	\$ 7,020
15 . Legal Services - General	\$ 30,000	\$ 24,000	\$ (6,000)	\$ 31,200
16 . Utilities	\$ 12,000	\$ 13,000	\$ 1,000	\$ 12,500
17 . Miscellaneous	\$ 750	\$ 24,000	\$ 23,250	\$ 10,000
18 . Engineering Services	\$ 35,000	\$ 55,450	\$ 20,450	\$ 40,000
19 . Lateral Repairs	\$ 10,000	\$ -	\$ (10,000)	\$ 10,000
20 . CCTV	\$ 15,000	\$ 3,200	\$ (11,800)	\$ 30,000
21 . Legal Services - Project/Case Related	\$ 90,000	\$ 40,000	\$ (50,000)	\$ 93,600
22 . Lift Station and Mainline System Maintenance	\$ -	\$ 42,290	\$ 42,290	\$ 28,000
23 . Professional Services - Sewer Related	\$ 82,000	\$ 67,000	\$ (15,000)	\$ 64,000
Sub-Total GCSD Sewer Administration Expenditures	\$ 745,750	\$ 741,360	\$ (4,390)	\$ 828,360
SEWER - SUB-TOTAL EXPENDITURES (Operating and Administrative)	\$ 2,686,847	\$ 2,682,457	\$ (4,390)	\$ 2,893,907

Administrative Expense Notes:

- 1 . Items 1-13 are shared expenses between Sewer (75%) and Parks (25%)
- 2 . Items 14-17 are allocated by invoice to Sewer or Parks
- 3 . Items 18-23 are 100% sewer

As approved at July 17, 2025 Meeting
GRANADA COMMUNITY SERVICES DISTRICT

**SEWER DISTRICT BUDGET
FISCAL YEAR 2025/26**

	FY 2024/25 Approved Budget	FY 2024/25 Projected Actual	Over/ (Under) Budget	FY 2025/26 Budget
<u>SEWER - CAPITAL PROJECTS</u>				
1 . 6 Year Sewer Mainline Replacement Program (Phase 3)	\$ 65,000	\$ 10,000	\$ (55,000)	\$ 450,000
TOTAL CAPITAL PROJECTS	\$ 65,000	\$ 10,000	\$ (55,000)	\$ 450,000
SEWER TOTAL EXPENDITURES (Operations, Administration, and Capital)	\$ 2,751,847	\$ 2,692,457	\$ (59,390)	\$ 3,343,907
<u>SEWER - RESERVE FUND BALANCE</u>				
1 . Beginning Balance on July 1, 2025				\$ 3,571,100
2 . Transfer from Reserves to Operating Budget				\$ (140,867)
SEWER RESERVE AT END OF FISCAL YEAR 2025/26				\$ 3,430,233

GRANADA COMMUNITY SERVICES DISTRICT

**PARKS AND RECREATION DISTRICT BUDGET
FISCAL YEAR 2025/26**

	FY 2024/25 Approved Budget	FY 2024/25 Projected Actual	Over/ (Under) Budget	FY 2025/26 Budget
<u>PARKS AND RECREATION - REVENUES</u>				
1 . Property Tax Allocation	\$ 940,000	\$ 908,000	\$ (32,000)	\$ 944,300
2 . Interest on Reserves	\$ 56,000	\$ 80,000	\$ 24,000	\$ 71,600
3 . ERAF Refund	\$ 300,000	\$ 337,400	\$ 37,400	\$ 550,000
4 . 480 Ave. Alhambra Rent	\$ 15,000	\$ 15,250	\$ 250	\$ 18,000
5 . Miscellaneous	\$ 1,000	\$ -	\$ (1,000)	\$ 5,000
PARKS AND RECREATION - TOTAL REVENUES	\$ 1,312,000	\$ 1,340,650	\$ 28,650	\$ 1,588,900

As approved at July 17, 2025 Meeting

GRANADA COMMUNITY SERVICES DISTRICT

**PARKS AND RECREATION DISTRICT BUDGET
FISCAL YEAR 2025/26**

PARKS AND RECREATION - ADMINISTRATIVE EXPENDITURES

1 . Accounting	\$ 12,000	\$ 12,000	\$ -	\$ 12,480
2 . Auditing	\$ 4,500	\$ 4,040	\$ (460)	\$ 4,680
3 . Copier Lease	\$ 1,125	\$ 760	\$ (365)	\$ 1,170
4 . Directors' Compensation	\$ 3,750	\$ 2,760	\$ (990)	\$ 3,900
5 . Education & Travel Reimbursement	\$ 500	\$ 740	\$ 240	\$ 520
6 . Employee Salaries	\$ 62,000	\$ 60,000	\$ (2,000)	\$ 64,480
7 . Employee Medical, Payroll Taxes, and Retirement	\$ 33,250	\$ 33,100	\$ (150)	\$ 35,910
8 . Insurance	\$ 16,250	\$ 17,150	\$ 900	\$ 17,550
9 . Memberships	\$ 2,500	\$ 2,650	\$ 150	\$ 2,600
10 . Office Lease	\$ 15,500	\$ 15,450	\$ (50)	\$ 16,120
11 . Office Maintenance, Repairs, and Supplies/Other Properties	\$ 875	\$ 4,550	\$ 3,675	\$ 5,000
12 . Video Taping of Board Meetings	\$ 1,250	\$ 1,200	\$ (50)	\$ 1,300
13 . Computers/IT Services	\$ 1,250	\$ 2,000	\$ 750	\$ 1,300
14 . Publications & Notices	\$ 2,250	\$ 340	\$ (1,910)	\$ 2,340
15 . Legal Services - General	\$ 10,000	\$ 27,000	\$ 17,000	\$ 10,400
16 . Utilities	\$ 4,000	\$ 1,340	\$ (2,660)	\$ 4,160
17 . Miscellaneous	\$ 250	\$ 5,540	\$ 5,290	\$ 260
18 . Professional Services - Recreation Related	\$ 45,000	\$ 38,000	\$ (7,000)	\$ 39,520
19 . RCD Services	\$ 5,000	\$ 5,360	\$ 360	\$ 1,000
20 . Reimbursement to HMB per Property Tax Agreement	\$ 27,000	\$ 42,584	\$ 15,584	\$ 40,894
SUB-TOTAL ADMINISTRATIVE EXPENDITURES	\$ 248,250	\$ 276,564	\$ 28,314	\$ 265,584

1 . Items 1-13 are shared expenses between Sewer (75%) and Parks (25%)

2 . Items 14-17 are allocated by invoice

3 . Items 18-20 are parks only

As approved at July 17, 2025 Meeting

GRANADA COMMUNITY SERVICES DISTRICT

PARKS AND RECREATION DISTRICT BUDGET

FISCAL YEAR 2025/26

	FY 2024/25 Approved Budget	FY 2024/25 Projected Actual	Over/ (Under) Budget	FY 2025/26 Budget
<u>GRANADA COMMUNITY PARK AND RECREATION CENTER</u>				
1 . Professional Services	\$ 80,000	\$ 71,000	\$ (9,000)	\$ 320,000
2 . Project Permitting and Filing Fees	\$ -	\$ 8,900	\$ 8,900	\$ 25,000
SUB-TOTAL PARK AND RECREATION PROJECT	\$ 80,000	\$ 79,900	\$ (100)	\$ 345,000
PARKS TOTAL EXPENDITURES (Administration and Park Project)	\$ 328,250	\$ 356,464	\$ 28,214	\$ 610,584
<u>PARKS AND RECREATION - RESERVE FUND BALANCE</u>				
1 . Beginning Balance on July 1, 2025				\$ 2,238,400
2 . Transfer from Operating Budget to Reserve				\$ 978,316
PARKS AND RECREATION RESERVE AT END OF FISCAL YEAR 2025/26				\$ 3,216,716



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the FY 2025/26 Tax Roll

Date: July 17, 2025

Attached is the summary of the Sewer Service Charge Report and Delinquent Garbage Account Report for the 2025/26 fiscal year tax roll, and the corresponding Resolution. The entire list of APN's and corresponding sewer service charges, as well as a list of the delinquent garbage accounts, is available at the District office and will be available for review at the board meeting and public hearing.

All premises connected to the District's wastewater system are subject to the sewer service charge. Pending approval of the Sewer Service Charge Increase and Related Fee Resolution, the amount of the charge has increased from last year's \$860 to \$905 per residential unit (ERU) for residential customers, while the commercial charge has increased by a similar 5% based on each establishment's commercial category and annual metered water consumption for the preceding 12-month period ending on March 31st.

The sewer service charges listed in the report for assessment on the County tax roll total \$2,926,511. This is an increase of \$167,305 over last year's assessment. Pursuant to the provisions of Division 5, Part 3, Chapter 6, Article 4, of the Health and Safety Code of the State of California, the revenues derived from the charges will be used for the acquisition, construction or reconstruction, maintenance and operation of sanitation or sewage facilities of the District.

The Delinquent Garbage Account Report represents unpaid balances for garbage collection services provided to residential and commercial accounts between April 1, 2024 to March 31, 2025. The District places the delinquent amount on the tax roll for collection, and subsequently sends it to Recology in the form of a pass-through. Recology's General Manager has certified that the information contained on the delinquency list is true and correct.

The District is required to hold a public hearing to receive public comment and to consider any objections or protests regarding the charges contained in the report. As of the writing of this memorandum, no comments or protests have been received by the District.

Upon the conclusion of the public hearing, staff recommends the Board approve and adopt the Sewer Service Charge Report and Delinquent Garbage Account Report and the associated resolution and authorize the collection of said charges on the FY 2025/26 County tax roll. Upon adoption of the resolution, it will be filed with the Controller of the County of San Mateo in accordance with the provisions of Sections 5473.5 through 5473.11 of the Health and Safety Code of the State of California.

GRANADA COMMUNITY SERVICES DISTRICT

**ANNUAL SEWER SERVICE CHARGE
AND DELINQUENT GARBAGE ACCOUNT REPORTS**

FISCAL YEAR 2025-26 TAX ROLL



July 17, 2025

GRANADA COMMUNITY SERVICES DISTRICT

**SEWER SERVICE CHARGE SUMMARY
FY 2025-26**

Account Type	# of Accounts	Charge by Type
<u>Commercial</u>		
General	109	\$ 179,389.66
Hotels/Motels	13	\$ 123,133.41
Offices	4	\$ 3,620.00
Restaurants	13	\$ 180,307.31
Schools*	2	\$ 6,741.87
Commercial Total:	141	\$ 493,192.25
<u>Residential</u>		
Beach House Hotel	61	\$ 55,205.00
Multiple-Res	101	\$ 254,305.00
Single Family Res	2337	\$ 2,123,808.75
Residential Total:	2499	\$ 2,433,318.75
 REPORT TOTAL:	 2640	 \$ 2,926,511.00

*480 Avenue Alhambra is not included on tax roll as
it is a GCSD owned property.

GRANADA COMMUNITY SERVICES DISTRICT



COMMERCIAL WATER CONSUMPTION

April 1, 2024 to March 31, 2025

Fiscal Year 2025-26 Tax Roll

COMMERCIAL WATER CONSUMPTION

April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

APN	OWNER NAME OR BUSINESS	PARCEL ADDRESS	BUSINESS TYPE	CODE	RATE	CCF'S	CHARGE
047-011-270	IACOPI	169 STANFORD AVE	Warehouse	G	8.73	66	\$ 905.00
047-011-280	THOMPSON	189 STANFORD AVE	Warehouse	G	8.73	21	\$ 905.00
047-013-370	DON PEMBERTON FISH	205 YALE AVE	Commercial	G	8.73	28	\$ 905.00
047-013-380	PEMBERTON DONALD	207 YALE AVE	Commercial	G	8.73	0	\$ 905.00
047-014-160	FOTI STORAGE	158 CALIFORNIA	Commercial	G	8.73	7	\$ 905.00
047-014-230	ROBERT LaMAR	178 CALIFORNIA	Commercial	G	8.73	0	\$ 905.00
047-014-310	TWICE AS NICE WH	202 CALIFORNIA	Commercial	G	8.73	13	\$ 905.00
047-014-320	ANDREINI EDWARD & LI	154 CALIFORNIA	WH/Ofc	G	8.73	1	\$ 905.00
047-015-020	COASTSIDE SELF STOR	235 YALE	Storage	G	8.73	0	\$ 905.00
047-015-400	MELO	241 YALE AVE	Commercial	G	8.73	302	\$ 2,636.46
047-015-410	MELO	226 CORNELL AVE	Storage	G	8.73	3	\$ 905.00
047-015-420	VASQUEZ	230 CORNELL AVE	Storage	G	8.73	2	\$ 905.00
047-015-430	ACCESS SURGICAL INNOV	121 CALIFORNIA	WH/Ofc	G	8.73	102	\$ 905.00
047-015-440	WEST COAST SURGICAL	141 CALIFORNIA	WH/Ofc	G	8.73	94	\$ 905.00
047-016-250	BASKIN	201 AIRPORT BLVD	Commercial	G	8.73	9	\$ 905.00
047-021-100	GOLDBERG	102 CALIFORNIA	Commercial	G	8.73	84	\$ 905.00
047-021-140	MEZZA LUNA	459 PROSPECT WAY	Restaurant	R	16.79	1042	\$ 17,495.18
047-021-170	COASTSIDE OPP CENTER	122 CALIFORNIA	Storage/Ofc	G	8.73	0	\$ 905.00
047-021-190	PILLAR POINT SELF STOR	130 CALIFORNIA	Storage	G	8.73	2	\$ 905.00
047-022-020	FALSBURG LLC	278 YALE AVE	Storage/WH	G	8.73	0	\$ 905.00
047-022-130	PETRIDES	323 HARVARD AVE	Commercial	G	8.73	2	\$ 905.00
047-022-340	FREEMAN	105 CALIFORNIA	Commercial	G	8.73	40	\$ 905.00
047-023-190	PERFECT IMAGE ORCHIDS	355 PRINCETON AVE	Commercial	G	8.73	4	\$ 905.00
047-023-200	PERFECT IMAGE ORCHIDS	347 PRINCETON AVE	Commercial	G	8.73	95	\$ 905.00
047-023-210	KROLL JOHN & JILL	339 PRINCETON AVE	Res/WH	G	8.73	22	\$ 905.00
047-023-350	PRINCETON BAY CO	371 PRINCETON AVE	Gym	G	8.73	38	\$ 905.00
047-023-420	RIOTTO JAMIE (Blue Ocean)	313-323 PRINCETON AVE	Commercial	G	8.73	355	\$ 3,099.15
047-023-450	McKEVITT EDWARD (jetty w	155 BROADWAY	Commercial	G	8.73	215	\$ 1,876.95
047-024-030	INGRAHAM ELEC	322 PRINCETON AVE	Commercial	G	8.73	1	\$ 905.00
047-024-040	COAST RANGE PROPERTI	332/334 PRINCETON AVE	Commercial	G	8.73	35	\$ 905.00
047-024-070	THE FERRY LLC	354 PRINCETON AVE	Commercial	G	8.73	56	\$ 905.00
047-024-080	THE FERRY LLC	358 PRINCETON AVE	Commercial	G	8.73	34	\$ 905.00
047-024-150	TAYLOR CHRISTIAN LLC	380 PRINCETON AVE	Commercial	G	8.73	0	\$ 905.00
047-024-240	LAUGHLIN JEFF	100 COLUMBIA	Marine Related	G	8.73	45	\$ 905.00
047-024-440	ELMO INVESTMENTS	346 PRINCETON AVE	B&B	H	13.26	251	\$ 3,328.26
047-024-500	HARBOR HOUSE	107 BROADWAY	Conference Hall	G	8.73	104	\$ 907.92
047-031-120	PETERS RALPH	179 HARVARD AVE	Commercial	G	8.73	6	\$ 905.00
047-031-150	REPETTO AJ (Trojak'-nier W	151 HARVARD AVE	Commercial	G	8.73	0	\$ 905.00
047-031-160	AMAYA PAUL & HELEN T	135 HARVARD AVE	Warehouse	G	8.73	0	\$ 905.00
047-031-200	COX , ERIK	175 HARVARD AVE	WH/Ofc	G	8.73	43	\$ 905.00
047-031-230	ACTION TOWING & ROAD S	183 HARVARD AVE	Commercial	G	8.73	6	\$ 905.00
047-031-290	COASTSIDE SELF STOR	110 STANFORD AVE	Storage	G	8.73	10	\$ 905.00
047-031-300	ANDREINI	103 HARVARD AVE	Distillery	G	8.73	154	\$ 1,344.42
047-031-310	ANDREINI	1178/119 HARVARD AVE	Commercial	G	8.73	68	\$ 905.00
047-031-390	LESLIE	150 YALE AVE	Commercial	G	8.73	95	\$ 905.00

COMMERCIAL WATER CONSUMPTION

April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

APN	OWNER NAME OR BUSINESS	PARCEL ADDRESS		BUSINESS TYPE	CODE	RATE	CCF'S	CHARGE
047-031-400	EXCLUSIVE FRESH INC.	175	AIRPORT BLVD	Fish Process	G	8.73	182	\$ 1,588.86
047-031-410	EXCLUSIVE FRESH INC.	165	AIRPORT BLVD	Fish Process	G	8.73	463	\$ 4,041.99
047-031-420	MC CURRAH	152	YALE AVE	Warehouse	G	8.73	0	\$ 905.00
047-031-440	MAYOLEGZ LLC.	169	HARVARD AVE	Commercial	G	8.73	6	\$ 905.00
047-032-060	RUTHERFORD JUDITH	111	STANFORD AVE	Warehouse	G	8.73	0	\$ 905.00
047-032-240	JAMES PAUL	119	STANFORD AVE	Warehouse	G	8.73	0	\$ 905.00
047-032-350	DRIFTWOOD LUMBER	199	WEST POINT	Retail	G	8.73	13	\$ 905.00
047-033-210	ROMEO CHARLES	169	PRINCETON AVE	Private Storage	G	8.73	2	\$ 905.00
047-033-300	CARLTON	168	WEST POINT	M-Res/WH	G	8.73	15	\$ 905.00
047-033-330	MCADOO BARRY	182	HARVARD AVE	Commercial	G	8.73	0	\$ 905.00
047-033-350	ROMEO PACKING CO	147	PRINCETON AVE	WH/Ofc (2)	G	8.73	24	\$ 905.00
047-033-360	REPETTO'S	134	HARVARD AVE	Commercial	G	8.73	0	\$ 905.00
047-033-380	ACOUSTICAL INTERIORS	123	PRINCETON AVE	WH/Ofc (2)	G	8.73	20	\$ 905.00
047-033-450	ROBERT RATHBORNE	190	HARVARD AVE	Warehouse	G	8.73	12	\$ 905.00
047-034-060	LEUNG TORAN & CATHER	190	PRINCETON AVE	WH/Storage	G	8.73	0	\$ 905.00
047-034-070	DRAGONY	123	VASSAR AVE	Portable Trailer	G	8.73	15	\$ 905.00
047-034-080	G LARISON WAY	111	VASSAR AVE	Commercial	G	8.73	44	\$ 905.00
047-034-170	AULISO MICHAEL	152	WEST POINT	Mar Stor/Ofc	G	8.73	28	\$ 905.00
047-034-190	CORCOLEOTES NICK	102	PRINCETON AVE	WH/Ofc (4)	G	8.73	77	\$ 905.00
047-034-200	LYNN SCHER	123	OCEAN BLVD	M-Com/Res	G	8.73	58	\$ 905.00
047-034-210	ACURATE ALWAYS, INC	127	OCEAN BLVD	M-Com/Res	G	8.73	91	\$ 905.00
047-034-220	ROMEO FRANK	131	OCEAN BLVD	M-Com/Res	G	8.73	20	\$ 905.00
047-034-230	EM DESIGNS	171	OCEAN BLVD	M-Com/Res	G	8.73	14	\$ 905.00
047-034-240	CALLUCE	175	OCEAN BLVD	M-Com/Res	G	8.73	66	\$ 905.00
047-034-250	CALLUCE	179	OCEAN BLVD	M-Com/Res	G	8.73	35	\$ 905.00
047-034-260	ROSEMARY LANYON	183	OCEAN BLVD	M-Com/Res	G	8.73	29	\$ 905.00
047-034-330	ROMEO PACKING CO	106	PRINCETON AVE	Fertilizer Prcs	G	8.73	247	\$ 2,156.31
047-034-350	LOFT, STEVE & JENNIE	101	VASSAR AVE	M-Com/Res	G	8.73	75	\$ 905.00
047-035-210	TIURA-RESCH	231	HARVARD AVE	WH/Storage	G	8.73	32	\$ 905.00
047-035-340	NEWLAND'S MACHINE WO	279	HARVARD AVE	Commercial	G	8.73	1	\$ 905.00
047-035-350	SEATON PHILIP R SR E	175	COLUMBIA	Commercial	G	8.73	99	\$ 905.00
047-035-360	THREE CAPT'S SEA PROD	258	YALE AVE	Fish Process	G	8.73	227	\$ 1,981.71
047-035-370	SMITH STEVEN & ANNA	218	YALE AVE	Commercial/DET	G	8.73	0	\$ 905.00
047-035-380	ANN HOLLINGSWORTH	207	HARVARD AVE	Warehouse	G	8.73	0	\$ 905.00
047-035-390	FAGIN RICHARD	230	YALE AVE	WH/Storage	G	8.73	0	\$ 905.00
047-036-020	COASTSIDE OPP CENTER	214	HARVARD AVE	Warehouse	G	8.73	0	\$ 905.00
047-036-140	BILLY GREEN	215	PRINCETON AVE	Commercial	G	8.73	56	\$ 905.00
047-036-220	GARY JAEGER	249	PRINCETON AVE	Commercial	G	8.73	6	\$ 905.00
047-036-520	LAUGHLIN JEFF	279	PRINCETON AVE	WH/Storage	G	8.73	42	\$ 905.00
047-036-560	SUSAN FULLEMANN	201	PRINCETON AVE	WH/Ofc	G	8.73	44	\$ 905.00
047-036-570	CHANG CLIFFORD	203	PRINCETON AVE	WH/Ofc	G	8.73	23	\$ 905.00
047-037-300	RONALD KARP	230	PRINCETON AVE	Fish Process/C1 Unit	G	8.73	29	\$ 905.00
047-037-520	HMB YACHT CLUB	214	PRINCETON AVE	Club House	R	16.79	157	\$ 2,636.03
047-044-020	MONSTER CHEF CORP	10151	CABRILLO HWY	Restaurant	R	16.79	15	\$ 905.00
047-045-010	A&M HAIR	47	AVE ALHAMBRA	Commercial	G	8.73	37	\$ 905.00
047-045-200	THE PRESS	107	SEVILLA	Café	R	16.79	270	\$ 4,533.37

COMMERCIAL WATER CONSUMPTION

April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

APN	OWNER NAME OR BUSINESS	PARCEL ADDRESS		BUSINESS TYPE	CODE	RATE	CCF'S	CHARGE
047-045-330	HARBOR VIEW INN MOTEL	51	AVE ALHAMBRA	Hotel	H	13.26	489	\$ 6,484.14
047-061-090	EZ MARKET	61	AVE ALHAMBRA	Market	G	8.73	50	\$ 905.00
047-081-060	OLD PRINCETON LANDING	460	CAPISTRANO RD	Bar/Café	G	MR	350	\$ 3,760.75
047-081-160	AMERICAN LEGION	470	CAPISTRANO RD	Bar	G	8.73	102	\$ 905.00
047-081-260	SIERRA WEST BUILDERS	440	CAPISTRANO RD	Retail	G	8.73	89	\$ 905.00
047-081-330	PILLAR POINT INN	380	CAPISTRANO RD	Motel	H	13.26	160	\$ 2,121.60
047-081-370	OCEANO HOTEL	250-270	CAPISTRANO RD	Hotel	H	MR	5290	\$ 71,568.57
047-081-390	OCEANO WEDDING GARD	280	CAPISTRANO RD	Commercial	G	8.73	74	\$ 905.00
047-081-430	POINT PILLAR RV PARK	100	CAPISTRANO RD	RV Park	G	8.73	904	\$ 7,891.92
047-081-450	HMB BREWERY	390	CAPISTRANO RD	Restaurant	R	16.79	2321	\$ 38,969.59
047-082-010	BARBARA'S FISH TRAP	621	CAPISTRANO RD	Restaurant	R	16.79	1246	\$ 20,920.34
047-083-060	SMC HARBOR DISTRICT	1	JOHNSON PIER	Commercial	G	MR	3760	\$ 38,222.59
047-091-210	HARBOR PIZZA	65	AVE ALHAMBRA	Restaurant	R	16.79	78	\$ 1,309.62
047-091-240	COASTSIDE Opportunity Ctr	99	AVE ALHAMBRA	M-Ofc(1)/Res(2)	G	8.73	73	\$ 1,810.00
047-121-010	SMOKEHOUSE	280	AVE ALHMABRA	Fish Market	G	8.73	0	\$ 905.00
047-123-230	SPANGLER'S	401	AVE ALHAMBRA	M-Market/Res(1)	G	8.73	362	\$ 3,160.26
047-123-330	INDIA BEACH	425	AVE ALHAMBRA	Restaurant	R	16.79	269	\$ 4,516.51
047-124-170	EL GRANADA CENTER	455	AVE ALHAMBRA	M-Ofc(3)/Res(1)	G	8.73	94	\$ 905.00
047-204-020	CLONEA	516	AVE ALHAMBRA	M-Ofc(1)/Res(4)	G	8.73	126	\$ 3,620.00
047-204-050	STORE/APTS	89	AVE PORTOLA	M-Ofc(1)/Res(3)	G	8.73	285	\$ 2,715.00
047-204-120	HARBOR VISTA	504	AVE ALHAMBRA	Offices	O	7.50	56	\$ 905.00
047-204-140	VIDEO/THRIFT STORES/AP	85	AVE PORTOLA	M-Stores(2)/Res(3)	G	8.73	262	\$ 2,715.00
047-231-150	LIBERTY COURT	30	AVE PORTOLA	Ofcs/Café	G	8.73	196	\$ 1,711.08
047-231-160	EG POST OFFICE	20	AVE PORTOLA	M-P.O./Res(1)	G	8.73	138	\$ 1,204.74
047-251-110	PICASSO PRE-SCHOOL	480	AVE ALHAMBRA	School	S	7.61	136	\$ -
047-252-250	SAMS CHOWDER HOUSE	4210	CABRILLO HWY	Restaurant	R	16.79	2774	\$ 46,575.46
047-261-050	COASTSIDE FIRE	555	OBISPO RD	Commercial	G	8.73	116	\$ 1,012.68
047-263-010	KN PROPERTIES	4000	CABRILLO HWY	RV Park	G	8.73	588	\$ 5,133.24
047-264-030	HMB Fire Protection District	555	OBISPO	Fire Stn.	G	8.73	2	\$ 905.00
047-264-050	DH DISTRIBUTION	525	OBISPO	Offices	O	8.73	43	\$ 905.00
047-330-020	EG ELEMENTARY SCHOOL	100	SANTIAGO	School	S	7.61	767	\$ 5,836.87
047-330-040	WILKINSON SCHOOL	750	AVE ALHAMBRA	School	S	7.61	42	\$ 905.00
048-013-240	LANDIS SHORES	211	MIRADA RD	B&B	H	13.26	354	\$ 4,694.04
048-013-250	JACKLIN	215	MIRADA RD	B&B	H	13.26	65	\$ 905.00
048-013-750	MIRAMAR BEACH RESTAU	131	MIRADA RD	Restaurant	R	16.79	1525	\$ 25,604.75
048-014-130	CYPRESS INN	115	MEDIO	Hotel	H	13.26	212	\$ 2,811.12
048-014-340	DOUGLAS BEACH HOUSE	307	MIRADA RD	Club/Café	G	8.73	159	\$ 1,388.07
048-014-350	HENRY JESSE & SUSAN	337	MIRADA RD	Art Gallery	G	8.73	9	\$ 905.00
048-015-010	CYPRESS INN	407	MIRADA RD	Hotel	H	13.26	245	\$ 3,248.70
048-015-080	FIELDING ALEX	445	MIRADA RD	Hotel	H	13.26	49	\$ 905.00
048-015-140	COASTAL INNS OF DIST	130	MEDIO	Hotel	H	13.26	420	\$ 5,569.20
048-016-020	MIRADA SURF TRAIL		MIRADA RD	Park	G	8.73	233	\$ 2,034.09
048-033-110	MATTHEWS	325	ALAMEDA	B&B	H	13.26	42	\$ 905.00
048-094-040	F & J KITCHEN	3048	N CABRILLO HWY	Restaurant	R	16.79	386	\$ 6,482.10
048-094-060	BINGHAM RENATE	3032	N CABRILLO HWY	Office	O	7.50	57	\$ 905.00
048-094-320	DAYS INN	3020	N CABRILLO HWY	Hotel	H	13.26	433	\$ 5,741.58

COMMERCIAL WATER CONSUMPTION

April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

APN	OWNER NAME OR BUSINESS	PARCEL ADDRESS		BUSINESS TYPE	CODE	RATE	CCF'S	CHARGE
048-094-330	BLUE BARN BURGERS	3068	N CABRILLO HWY	Café	R	16.79	303	\$ 5,087.37
048-095-220	QUALITY INN	2930	N CABRILLO HWY	Hotel	H	13.26	1120	\$ 14,851.20
048-124-030	JIM IRIZARRY	2830	N CABRILLO HWY	Office	O	7.50	33	\$ 905.00
048-124-120	HANGETSU	2810	N CABRILLO HWY	Restaurant	R	16.79	314	\$ 5,272.06
048-300-220	ROCKET FARMS	2651	N CABRILLO HWY	Grower/Nur	G	8.73	739	\$ 6,451.47

TOTAL CCF'S: 33,969.00**TOTAL NON-RES CHARGES: \$ 493,192.25**

MR - Multiple Rates (See Separate Spreadsheet)

Commercial Sewer Service Charge Rates for FY 2025-26

TYPE	CODE	RATE/CCF	# of Accts	Charge by Type
Restaurant	R	16.79	13	\$ 180,307.31
Motel/Hotel	H	13.26	13	\$ 123,133.41
Office	O	7.50	4	\$ 3,620.00
Schools*	S	7.61	3	\$ 6,741.87
Other Non-Residential	G	8.73	109	\$ 179,389.66

Totals 142 \$ 493,192.25

*480 Ave Alhambra is counted in total type count but does not go on tax roll as owned by GCSD.

GRANADA COMMUNITY SERVICES DISTRICT



LARGE COMMERCIAL ACCOUNTS

Water Consumption by Meter

Fiscal Year 2025-26 Tax Roll

GRANADA COMMUNITY SERVICES DISTRICT

San Mateo County Harbor District
Pillar Point Harbor
047-083-060

WATER CONSUMPTION BY METER
Consumption Period: April 1, 2024 to March 31, 2025
For 2025-26 Tax Roll

BUSINESS	ADDRESS	Business Type	Class	Rate	CCF'S	CALC	CHARGE BY METER
MAVERICKS SURF CO	25 Johnson Pier	Retail	O	7.50	47	352.50	\$ 905.00
HMB SPORT FISHING	111 Pillar Point Harbor	Retail	O	7.50	9	67.50	\$ 905.00
KETCH PELAGIC	17 Johnson Pier, EG	Restaurant	R	16.79	428	7,186.12	\$ 7,186.12
KETCH PUB PELAGIC	15 Johnson Pier, EG	Bar	G	8.73	90	785.70	\$ 905.00
PELAGIC FISH MARKET	1 Johnson Pier	Restaurant	R	16.79	176	2,955.04	\$ 2,955.04
THREE CAPTAINS	1 Johnson Pier	Harbor Pier	G	8.73	20	174.60	\$ 905.00
MORNINGSTAR	1 Johnson Pier	Harbor Pier	G	8.73	97	846.81	\$ 905.00
McHENRY'S	1 Johnson Pier	Harbor Pier	G	8.73	13	113.49	\$ 905.00
FUEL DOCK*	1 Johnson Pier	Harbor Pier	G	8.73	198	1,728.54	\$ 905.00
TOTAL TENANT METERED USAGE					1,078		\$ 16,476.16
TOTAL WATER USE (CCF'S)					3,760		
LESS TENANT USAGE					(1,078)		
LESS FUEL DOCK METER*					(191)		
					2,491		
PILLAR POINT HARBOR	1 Johnson Pier	Harbor Pier	G	8.73	2,491	21,746.43	\$ 21,746.43
(1 CCF = 748 gallons)							\$ 38,222.59

FY 2025-26 Tax Roll Sewer Service Charge

APN	OWNER NAME	Reported Water Use (CCF's)	Adj Water Use (CCF's)	24/25 CHARGE
047-083-060	San Mateo County Harbor District	3,760	3,569	\$ 38,222.59

San Mateo County Harbor District
Water Consumption by Meter
 April 1, 2024 to March 31, 2025
 For 2025-26 Tax Roll

Mavericks- Acct # 3439

Read Date	Start	End	Total Usage
05/01/24	149	150	1
06/01/24	150	152	2
07/01/24	152	153	1
08/01/24	153	155	2
09/01/24	155	157	2
10/01/24	157	163	6
11/01/24	163	167	4
12/01/24	167	176	9
01/01/25	176	182	6
02/01/25	182	188	6
03/01/25	188	191	3
04/01/25	191	196	5
CCF's:			47

HMB Sportfishing - Acct # 4133

Read Date	Start	End	Total Usage
05/01/24	38	38	-
06/01/24	38	39	1
07/01/24	39	39	-
08/01/24	39	39	-
09/01/24	39	46	7
10/01/24	46	46	-
11/01/24	46	46	-
12/01/24	46	47	1
01/01/25	47	47	-
02/01/25	47	47	-
03/01/25	47	47	-
04/01/25	47	47	-
CCF's:			9

Pelagic Group (Old Ketch Joanne Meter)

Bill Date	Start	End	Total Usage
05/01/24	4,434	4,471	37
06/01/24	4,471	4,508	37
07/01/24	4,508	4,555	47
08/01/24	4,555	4,595	40
09/01/24	4,595	4,639	44
10/01/24	4,639	4,673	34
11/01/24	4,673	4,717	44
12/01/24	4,717	4,745	28
01/01/25	4,745	4,771	26
02/01/25	4,771	4,809	38
03/01/25	4,809	4,834	25
04/01/25	4,834	4,862	28
CCF's:			428

Pelagic Group (Old Ketch Café Meter)

Bill Date	Start	End	Total Usage
05/01/24	526	533	7
06/01/24	533	540	7
07/01/24	540	550	10
08/01/24	550	560	10
09/01/24	560	570	10
10/01/24	570	577	7
11/01/24	577	588	11
12/01/24	588	594	6
01/01/25	594	598	4
02/01/25	598	606	8
03/01/25	606	611	5
04/01/25	611	616	5
CCF's:			90

Pelagic Group (Old Order @ Corner Meter)

Bill Date	Start	End	Total Usage
05/01/24	3,665	3,678	13
06/01/24	3,678	3,688	10
07/01/24	3,688	3,700	12
08/01/24	3,700	3,713	13
09/01/24	3,713	3,725	12
10/01/24	3,725	3,732	7
11/01/24	3,732	3,741	9
12/01/24	3,741	3,749	8
01/01/25	3,749	3,776	27
02/01/25	3,776	3,804	28
03/01/25	3,804	3,820	16
04/01/25	3,820	3,841	21
CCF's:			176

Three Captains -- Acct # 442

Read Date	Start	End	Total Usage:
05/01/24	865	865	-
06/01/24	865	866	1
07/01/24	866	868	2
08/01/24	868	869	1
09/01/24	869	870	1
10/01/24	870	871	1
11/01/24	871	873	2
12/01/24	873	876	3
01/01/25	876	880	4
02/01/25	880	881	1
03/01/25	881	884	3
04/01/25	884	885	1
CCF's			20

Morning Star - Acct # 4718

Read Date	Start	End	Total Usage
05/01/24	316	318	2
06/01/24	318	320	2
07/01/24	320	330	10
08/01/24	330	345	15
09/01/24	345	360	15
10/01/24	360	373	13
11/01/24	373	389	16
12/01/24	389	396	7
01/01/25	396	402	6
02/01/25	402	407	5
03/01/25	407	409	2
04/01/25	409	413	4
CCF's			97

Pillar Point Seafood / McHenry Fisheries**Acct # 4492**

Read Date	Start	End	Total Usage
05/01/24	474	474	0
06/01/24	474	475	1
07/01/24	475	476	1
08/01/24	476	476	-
09/01/24	476	480	4
10/01/24	480	481	1
11/01/24	481	482	1
12/01/24	482	483	1
01/01/25	483	483	-
02/01/25	483	486	3
03/01/25	486	487	1
04/01/25	487	487	-
CCF's			13

KN Fuel Dock - Acct # 171

Read Date	Start	End	Water Usage	Sewer Usage
05/01/24	3,114	3,115	1	1
06/01/24	3,115	3,142	27	1
07/01/24	3,142	3,171	29	1
08/01/24	3,171	3,172	1	-
09/01/24	3,172	3,192	20	-
10/01/24	3,192	3,228	36	-
11/01/24	3,228	3,240	12	1
12/01/24	3,240	3,246	6	1
01/01/25	3,246	3,260	14	1
02/01/25	3,260	3,292	32	1
03/01/25	3,292	3,303	11	-
04/01/25	3,303	3,312	9	-

198.00**(7.00)**

7 (KN Fuel Dock has a sewer flow meter)

Flow not entering system at KN Fuel Dock: **191.00****Metered Water Use Totals (CCF's)**

Maverick's	47.00
HMB Sportfishing	9.00
Ketch Pelagic	428.00
Ketch Café Pelagic	90.00
Pelagic Counter	176.00
Three Captains	20.00
Morning Star	97.00
McHenryFish	13.00
KN Fuel Dock	198.00

Total Metered Usage: 1,078.00**CCWD TOTAL Reported Water Use: 3,760****Less Metered Usage: -1078****Less Flow not Entering System: -191****Usage Applied to Pillar Point Harbor: 2,491**

GRANADA COMMUNITY SERVICES DISTRICT

**Point Pillar Project Development
Oceano Hotel & Mall
APN 047-081-370**

WATER CONSUMPTION BY METER

Consumption Period: April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

BUSINESS	ADDRESS	Business Type	Class	Rate	CCF'S	CHARGE BY METER
Point Pillar Project De	250/270 Capistrano Rd	Mall	G-MIXED	8.73	656	\$ 5,726.88
Point Pillar Project De	280 Capistrano Rd	Hotel	H-MIXED	13.26	3,389	\$ 44,938.14
Caffe Mezza Luna	240 Capistrano Rd	Restaurant	R-MIXED	16.79	260	\$ 4,365.40
La Costanera	260 Capistrano Rd	Restaurant	R-MIXED	16.79	985	\$ 16,538.15
(1 CCF = 748 gallons)				Total Flow (ccf's):	5,290	\$ 71,568.57

FY 2025-26 Tax Roll Sewer Service Charge

APN	OWNER NAME	24-25 WATER USE - TOTAL CCF'S	25-26 SEWER SERVICE CHARGE TOTAL
047-081-370	Point Pillar Project Dev	5,290	\$ 71,568.57

GRANADA COMMUNITY SERVICES DISTRICT

Old Princeton Landing

047-081-060

WATER CONSUMPTION BY PERCENTAGE SPLIT

Consumption Period: April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

Business	Address		Type	Split	Rate	CCF's	Rate
OLD PRINCETON LANDING	460	CAPISTRANO RD	Bar	G-75%	8.73	262.5	2,291.63
STAR CAFÉ	450	CAPISTRANO RD	Café	R-25%	16.79	87.5	1,469.13
TOTAL:						350.00	<u><u>3,760.75</u></u>

GRANADA COMMUNITY SERVICES DISTRICT

**Rocket Farms
APN 048-300-220**

WATER CONSUMPTION BY METER

Consumption Period: April 1, 2024 to March 31, 2025

For 2025-26 Tax Roll

Meter Number	Meter Location	(Start) Meter Reading As of 4/1/24	(End) Meter Reading As of 3/31/25	12-month Consumption
1	Maint.	1,034,760	1,057,270	22,510
2	House	939,830	1,002,150	62,320
3	Depts. 1 & 4	7,149,400	7,304,300	154,900
4	Office	7,603,480	7,843,580	240,100
5	Bldg. 20	2,177,800	2,198,400	20,600
6	Depts. 14 & 15	2,572,000	2,624,700	52,700
7	Wholesale Ctr.	1,619,600	1,619,600	-
		Total Water Use (gallons):		553,130

Total Consumption: **739**

(Consumption is converted from gallons to ccf's. 1 ccf = 748 gallons)

FY 2025-26 Tax Roll Sewer Service Charge

APN	BUSINESS TYPE	CLASS	RATE	TOTAL CCF'S	TOTAL CHARGE
048-300-220	Grower/Nur	G	8.73	739	\$ 6,451.47

700(05) (E) For purposes of subsections 700(05)(A) and (B) above, the term "Annual Water Usage" is defined as the total metered water consumption for the user's premises (measured in hundreds of cubic feet) for the preceding 12-month period ending on March 30th, or such other 12-month period as determined by the District to be representative of the user's water consumption.

WATER CONSUMPTION BY METER
Consumption Period: April 1, 2023 to March 31, 2024

Month	Maintenance			House			Dept. 1 & 4			Office		
	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED
4/1/24	1,034,760	1,036,610	1,850	939,830	944,280	4,450	7,149,400	7,163,400	14,000	7,603,480	7,619,670	16,190
5/1/24	1,036,610	1,038,420	1,810	944,280	949,510	5,230	7,163,400	7,178,300	14,900	7,619,670	7,641,870	22,200
6/1/24	1,038,420	1,040,280	1,860	949,510	955,620	6,110	7,178,300	7,189,500	11,200	7,641,870	7,657,650	15,780
7/1/24	1,040,280	1,042,280	2,000	955,620	962,190	6,570	7,189,500	7,201,100	11,600	7,657,650	7,679,170	21,520
8/1/24	1,042,280	1,044,160	1,880	962,190	967,990	5,800	7,201,100	7,213,400	12,300	7,679,170	7,702,070	22,900
9/1/24	1,044,160	1,045,780	1,620	967,990	973,270	5,280	7,213,400	7,224,500	11,100	7,702,070	7,723,060	20,990
10/1/24	1,045,780	1,047,790	2,010	973,270	979,300	6,030	7,224,500	7,238,700	14,200	7,723,060	7,757,560	34,500
11/1/24	1,047,790	1,049,980	2,190	979,300	983,250	3,950	7,238,700	7,254,700	16,000	7,757,560	7,786,640	29,080
12/1/24	1,049,980	1,051,830	1,850	983,250	987,750	4,500	7,254,700	7,267,100	12,400	7,786,640	7,804,320	17,680
1/1/25	1,051,830	1,053,530	1,700	987,750	993,090	5,340	7,267,100	7,279,200	12,100	7,804,320	7,822,710	18,390
2/1/25	1,053,530	1,055,310	1,780	993,090	997,180	4,090	7,279,200	7,290,900	11,700	7,822,710	7,836,180	13,470
3/1/25	1,055,310	1,057,270	1,960	997,180	1,002,150	4,970	7,290,900	7,304,300	13,400	7,836,180	7,843,580	7,400
April 2024 Through March 2025												
Total Usage			22,510			62,320			154,900			240,100

Month	Bldg. 20			Dept. 14 & 15			Wholesale Center		
	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED	BEGINNING READING	ENDING READING	MONTHLY GALLONS USED
4/1/24	2,177,800	2,179,400	1,600	2,572,000	2,579,100	7,100	1,619,600	1,619,600	-
5/1/24	2,179,400	2,181,100	1,700	2,579,100	2,585,200	6,100	1,619,600	1,619,600	-
6/1/24	2,181,100	2,182,700	1,600	2,585,200	2,589,800	4,600	1,619,600	1,619,600	-
7/1/24	2,182,700	2,184,000	1,300	2,589,800	2,595,100	5,300	1,619,600	1,619,600	-
8/1/24	2,184,000	2,185,600	1,600	2,595,100	2,599,700	4,600	1,619,600	1,619,600	-
9/1/24	2,185,600	2,186,900	1,300	2,599,700	2,604,000	4,300	1,619,600	1,619,600	-
10/1/24	2,186,900	2,188,500	1,600	2,604,000	2,607,300	3,300	1,619,600	1,619,600	-
11/1/24	2,188,500	2,190,200	1,700	2,607,300	2,610,600	3,300	1,619,600	1,619,600	-
12/1/24	2,190,200	2,191,300	1,100	2,610,600	2,612,900	2,300	1,619,600	1,619,600	-
1/1/25	2,191,300	2,192,500	1,200	2,612,900	2,619,300	6,400	1,619,600	1,619,600	-
2/1/25	2,192,500	2,193,700	1,200	2,619,300	2,622,100	2,800	1,619,600	1,619,600	-
3/1/25	2,193,700	2,198,400	4,700	2,622,100	2,624,700	2,600	1,619,600	1,619,600	-
April 2024 Through March 2025									
Total Usage			20,600			52,700			-

Total Gallons:	553,130
Metered CCFs:	739.48

GRANADA COMMUNITY SERVICES DISTRICT



**NEW SEWER HOOK-UPS
FISCAL YEAR 2025-26 Tax Roll**

GRANADA COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2024-25 SEWER HOOK-UPS

For 2025-26 Tax Roll

	Permit #	Type	Owner	APN	Address	Hook-up Date
1	3239	MISC	POINT PILLAR PROJECT DEV	047-081-430	EG	04/04/24
2	3252	COM	MAYOLEGZ LLC	047-031-440	PRINCETON	09/09/24
3	3253	RES	KYBYCH SERHIY	048-044-200	MIRAMAR	12/04/24
4	3255	ADU	SKERRY NICOLE & JOHN	047-181-650	EG	03/31/25
5	3256	RES	ZAFAR IRFAN	048-032-070	MIRAMAR	12/05/24
6	3257	ADU	RZEPSKI LEONORE GRETA	048-033-270	MIRAMAR	03/31/25
7	3258	ADU	GALVAN TRUST	047-287-250	EG	03/31/25
8	3260	ADU	PASTERNAK DAVID & MARY	047-286-010	EG	03/31/25
9	3261	ADU	DITTMER CHRISTOPHER &	047-162-550	EG	03/31/25
10	3262	ADU	O'DRISCOLL RORY & OLIVE	048-121-170	MIRAMAR	03/31/25
11	3263	RES	STOLOSKI MARK	048-133-040	MIRAMAR	09/24/24
12	3266	ADU	SULLIVAN CRAIG	047-132-060	EG	03/31/25
13	3267	ADU	RAFFAI ROBERT	037-352-180	EG	03/31/25

GRANADA COMMUNITY SERVICES DISTRICT



**FISCAL YEAR 25-26
DELINQUENT GARBAGE ACCOUNT TAX ROLL**

GRANADA COMMUNITY SERVICES DISTRICT

DELINQUENT GARBAGE CHARGE SUMMARY
FY 2025-26

Charges accrued between April 1, 2024 through
March 31, 2025

Delinquent Accounts		72
Amount due	\$	76,357.33
10% Penalty	\$	7,635.73
Report Total	\$	83,993.06

Granada Community Services District

**RECOLOGY FY 2024-25 DELENQUENT GARBAGE ACCOUNTS
For 2025-26 Tax Roll**

	APN		Service Address		Amt Due	10%	Total
1	037-332-080	221	CORAL REEF AVE	EL GRANADA	\$121.60	\$12.16	\$133.76
2	037-332-160	250	PALM BEACH	EL GRANADA	\$3,468.66	\$346.87	\$3,815.53
3	037-333-140	105	HARBOUR DR	EL GRANADA	\$2,251.33	\$225.13	\$2,476.46
4	037-343-220	141	CORAL REEF AVE	EL GRANADA	\$182.37	\$18.24	\$200.61
5	037-352-190	10	SEA CREST CT	EL GRANADA	\$970.24	\$97.02	\$1,067.26
6	047-013-370	205	YALE	PRINCETON	\$1,726.93	\$172.69	\$1,899.62
7	047-016-250	201	AIRPORT ST	PRINCETON	\$67.17	\$6.72	\$73.89
8	047-022-120	331	HARVARD	PRINCETON	\$727.90	\$72.79	\$800.69
9	047-032-390	115	WESTPOINT	PRINCETON	\$2,395.64	\$239.56	\$2,635.20
10	047-036-460	215	PRINCETON	PRINCETON	\$1,150.24	\$115.02	\$1,265.26
11	047-041-190	822	SONORA AVE	EL GRANADA	\$1,000.24	\$100.02	\$1,100.26
12	047-045-200	107	SEVILLA AVE	EL GRANADA	\$13,320.08	\$1,332.01	\$14,652.09
13	047-062-180	423	SONORA AVE	EL GRANADA	\$207.84	\$20.78	\$228.62
14	047-063-100	715	VALENCIA AVE	EL GRANADA	\$58.97	\$5.90	\$64.87
15	047-071-070	117	MADRONA AVE	EL GRANADA	\$356.58	\$35.66	\$392.24
16	047-074-300	371	AVENUE GRANADA	EL GRANADA	\$58.40	\$5.84	\$64.24
17	047-075-110	378	AVENUE GRANADA	EL GRANADA	\$561.90	\$56.19	\$618.09
18	047-083-060	17	JOHNSON PIER	EL GRANADA	\$5,677.28	\$567.73	\$6,245.01
19	047-091-120	147	VALLEJO ST	EL GRANADA	\$139.92	\$13.99	\$153.91
20	047-092-080	215	SONORA AVE	EL GRANADA	\$275.76	\$27.58	\$303.34
21	047-102-140	331	CARMEL AVE	EL GRANADA	\$50.40	\$5.04	\$55.44
22	047-113-110	662	SAN CARLOS AVE	EL GRANADA	\$58.40	\$5.84	\$64.24
23	047-126-280	242	FRANCISCO ST	EL GRANADA	\$72.00	\$7.20	\$79.20
24	047-126-370	207	PALMA ST	EL GRANADA	\$113.50	\$11.35	\$124.85
25	047-131-090	430	VALLEJO ST	EL GRANADA	\$190.04	\$19.00	\$209.04
26	047-136-480	814	FERDINAND AVE	EL GRANADA	\$139.92	\$13.99	\$153.91
27	047-137-140	231	SAN JUAN AVE	EL GRANADA	\$680.92	\$68.09	\$749.01
28	047-143-460	236	DEL MONTE RD	EL GRANADA	\$1,376.30	\$137.63	\$1,513.93
29	047-144-230	443	EL GRANADA BLVE	EL GRANADA	\$1,150.24	\$115.02	\$1,265.26
30	047-181-680	178	SAN PEDRO RD	EL GRANADA	\$1,318.25	\$131.83	\$1,450.08
31	047-182-500	366	EL GRANADA BLVE	EL GRANADA	\$595.90	\$59.59	\$655.49
32	047-204-140	85	AVENUE PORTOLA	EL GRANADA	\$7,170.32	\$717.03	\$7,887.35
33	047-209-050	255	SAN CARLOS AVE	EL GRANADA	\$631.39	\$63.14	\$694.53
34	047-232-080	107	ISABELLA AVE	EL GRANADA	\$72.00	\$7.20	\$79.20
35	047-232-080	115	ISABELLA AVE	EL GRANADA	\$477.07	\$47.71	\$524.78
36	047-233-200	678	THE ALAMEDA	EL GRANADA	\$2,163.67	\$216.37	\$2,380.04
37	047-272-340	708	THE ALAMEDA	EL GRANADA	\$471.03	\$47.10	\$518.13
38	047-273-140	207	SANTA MARIA AVE	EL GRANADA	\$419.62	\$41.96	\$461.58
39	047-285-390	900	PALMA ST	EL GRANADA	\$275.76	\$27.58	\$303.34
40	047-286-130	847	PALMA ST	EL GRANADA	\$466.89	\$46.69	\$513.58
41	047-292-010	638	AVENUE CABRILLO	EL GRANADA	\$3,768.66	\$376.87	\$4,145.53
42	047-320-060	300	SAN JUAN AVE	EL GRANADA	\$933.04	\$93.30	\$1,026.34
43	048-013-270	101	CORTEZ AVE	MIRAMAR	\$36.50	\$3.65	\$40.15
44	048-013-930	171	CORONADO AVE	MIRAMAR	\$123.10	\$12.31	\$135.41
45	048-015-150	150	MEDIO	MIRAMAR	\$1,535.22	\$153.52	\$1,688.74
46	048-021-380	411	MAGELLAN	MIRAMAR	\$1,900.39	\$190.04	\$2,090.43
47	048-024-440	422	MAGELLAN	MIRAMAR	\$534.58	\$53.46	\$588.04
48	048-034-120	441	ALAMEDA	MIRAMAR	\$1,571.00	\$157.10	\$1,728.10
49	048-037-210	443	2ND AVE	MIRAMAR	\$1,150.24	\$115.02	\$1,265.26
50	048-043-150	311	4TH AVE	MIRAMAR	\$139.92	\$13.99	\$153.91
51	048-056-190	435	MIRADA	MIRAMAR	\$389.00	\$38.90	\$427.90
52	048-064-130	533	ALTO	MIRAMAR	\$2,681.62	\$268.16	\$2,949.78
					\$67,375.94	\$6,737.59	\$74,113.53

LOW 40.15

HIGH 14652.09



GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025-009

RESOLUTION ADOPTING SEWER SERVICE CHARGE REPORT AND DELINQUENT GARBAGE SERVICE CHARGE REPORT, AND AUTHORIZING COLLECTION OF SAID CHARGES ON THE 2025-2026 TAX ROLL

The Board of Directors of the Granada Community Services District (“District”) finds and determines as follows:

1. The District has adopted a budget for the fiscal year beginning July 1, 2025;
2. The District has adopted by resolution an annual rate for sewer service charges according to the classification of uses;
3. A written report was prepared and filed with the District Secretary pursuant to District Ordinance Code Section 700(11)(B), containing a description of each parcel of real property with premises connected to the District’s wastewater system (unless exempt pursuant to Section 501(02) of Article V of the District Ordinance Code). The written report also contains the charge for each such parcel for the fiscal year beginning July 1, 2025;
4. A written report was prepared and filed with the District Secretary pursuant to District Ordinance Code Section 303(03), containing a description of each parcel of real property being delinquent in payment of charges for mandatory garbage service and the delinquent charge for each such parcel as of March 31, 2025;
5. A notice of the filing of the report and of a public hearing for July 17, 2025 at 7:00 p.m. at the District’s meeting room was published as required by Health and Safety Code section 5473.1 and Government Code section 6066;
6. At the duly noticed public hearing on July 17, 2025 the Board heard and considered all objections or protests, if any, to the written report regarding the sewer service charges and the written report regarding delinquent payment of garbage service charges.

IT IS RESOLVED and determined by the Board of Directors of the Granada Community Services District as follows:

1. The sewer service charges for each parcel contained in the written report thereof were computed in conformity with the rates prescribed by the District Ordinance Code and Fee Resolution for sewer service charges;
2. The delinquent charges for mandatory garbage service contained in the written report thereof are accurate;

3. The final sewer service charge report, a copy of which is attached to this resolution, is adopted and approved;
4. The final delinquent garbage service charge report, a copy of which is attached to this resolution, is adopted and approved;
5. The District elects to have the said sewer service charges for the forthcoming fiscal year, and the delinquent garbage service charges, collected on the County of San Mateo tax roll, by the same persons and at the same time as, together with and not separately from, the general taxes.
6. The Controller of County of San Mateo is authorized to enter the amounts of the charges shown on the sewer service charge report and the delinquent garbage service charge report against the respective lots or parcels of land as they appear on the current assessment roll. Where any such lots or parcels are outside the boundaries of the District, they shall be added to the assessment roll of the District for the purpose of collecting such charges. If any property appearing on said reports is not described on the assessment roll, the Controller is authorized to enter the description thereon together with the amounts of the charges.
7. The District Secretary shall cause a true copy of this resolution to be delivered to the Controller of the County of San Mateo.

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 17th day of July, 2025.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Hope Atmore, District Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Recreation Activities
Date: July 17, 2025

a. Report on Planned Recreation Program Events

- Next Recycling Day at the dirt lot on July 19 from 8AM to Noon.
- Wellness Series continues with regular monthly sessions primarily focused on Sound Bath Workshops. Next sessions are July 22, August 26, September 23.

b. Update on Skate Ramp Vandalism and Repairs

On the afternoon of June 20, District staff was notified of damage at the skate ramp. Screws had been removed and scattered around the dirt lot and pieces of the skate surface had been pried off the ramp in three places. Staff became aware of even more extensive damage on June 25 and contacted the Sheriff's Office. Damage was seen again on July which included extensive damage to the plywood under the skate surface. On July 10, someone scattered strawberries and defecated on the ramp. Photos attached. Staff has reached out to the Sheriff's office multiple times and has received no real follow up other than an acknowledgment of having received the reports and photos. Correspondence to Sheriff's Office attached.

A fence will be installed around the ramp on July 11, 2025 to prevent any further damage and to ensure the safety of the community until repairs can be made. Staff has reached out to a contractor and the costs to repair the ramp are estimated to be approximately \$20,000 for materials and labor.



June 20, 2025



June 25, 2025



July 7, 2025



July 10, 2025

From: Hope Atmore <hatmore@granada.ca.gov>

Sent: Monday, July 7, 2025 12:03 PM

To: Richard Cheechov <rcheechov@smcgov.org>; Nora Mayen - GCSD Admin <gcsdadmin@granada.ca.gov>; Chuck Duffy <cduffy@dudek.com>

Subject: Re: Issues at the El Granada Skate Ramp

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Good morning, Captain **Cheechov**,

Please see attached:

- Direct email to Deputy Phengsene 6-25-25 (I tried reaching him directly as he had been investigating a previous issue on our property).
- Online incident report 6-26-25
- Additional online information provided 6-30-25

Phone messages left by me (650-703-2281) regarding the vandalism:

- Called 650-573-2801 on 6-25-25
- Called 650-726-8288 on 6-28-25

Other than one email acknowledging receipt of photos, we have not received any follow up. Over the weekend there was additional damage – it seems someone has now taken an ax or similar to the plywood underneath the skate surface. We will now have to completely fence off the ramp until we can complete repairs and figure out a way to monitor the area with cameras.

The pink graffiti tag was added when the second round of damage occurred. I'm also attaching three photos of the ramp and as you will see the damage has continued and is getting worse.

Thanks,
Hope



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Granada Community Park and Recreation Center Project
Date: July 17, 2025

General Updates

The Granada Community Park and Recreation Center Project (GCPRC) is moving forward. Highlights of progress include:

- June 11 – District submitted the Major Development Pre-Application and has paid all associated pre-application fees.
- County has assigned a lead planner to the project as well as a planner to oversee the public workshop process. The County put out a request for comments to local agencies on June 18, 2025 and comments are expected by the end of July.
- A public workshop with the County and GCSD has not yet been scheduled, but we are hoping for sometime in August.
- County forecasts a 2-3 month window prior to submittal of the actual CDP application.
- June 12 - Project team participated in an Inter-Agency meeting with the US Army Corps of Engineers and the Regional Water Quality Control Board. Feedback was generally positive.
- Sunset Ecological (under KCRH, formerly Kikuchi/Kankel), started field work on July 9 and 10 for mapping of biological and riparian areas in preparation of regulatory agency permit applications.
- Anticipate updated biological and wetland delineation between now and late August and for regulatory permits (Streambed Alteration Agreement, Section 401-404 Permits) to be submitted around late-September.
- A traffic and parking analysis will be required by the County and should happen within the next two months.

A. SR Rose Engineering - Staff has worked with Sean Rose of SR Rose Engineering on an interim basis over the past month. Mr. Rose's scope would include developing a project cost analysis, schedule, and phasing strategy as well as project management during the next fifteen months through permitting and the bidding process. Mr. Rose's proposal for project management and scope are attached for the board's review. I would recommend your board approve the proposal from SR Rose Engineering for a not-to-exceed amount of \$88,028.

- B. Kankel Conroy Rose + Hill (KCR+H)** - Also attached to this memo is a proposal from KCR+H for additional support for the Granada Park Project. KCR+H will continue to assist in the permitting applications for the CDP and coordinate with environmental subconsultant Sunset Ecological Solutions to develop required environmental reports, aquatic resources delineations, and biological resources impacts assessments. I recommend your board approve the proposal from KCR+H, (which includes estimated subconsultant fees Sunset) for a not-to-exceed amount of \$125,875.
- C. Director Liaison to Park Project Team** - This item has been placed on the agenda at the request of Director Dye, who has expressed interest in serving in this role.

May 28, 2025

Hope Atmore
Assistant General Manager
Granada Community Services District
504 Avenue Alhambra
El Granada, CA 94018

(Submitted via email)

Subject: Proposal for Project Management of Granada Community Park and Recreation Center Project

Dear Ms. Atmore:

Sean Rose Engineering Inc. is grateful for the opportunity to submit this proposal to provide Project Management services for the Granada Community Park and Recreation Center Project for the Granada Community Services District (GCSD).

Community outreach for the project began in 2015, and the project has conducted multiple public meetings and iterative design modifications in response to community and stakeholder input. The concept design is complete and recently the GCSD Board approved the project's CEQA document. GCSD staff recently met with County staff in preparation for the Coastal Development Permit submittal. Permits will also likely be required from environmental regulatory agencies and Caltrans for any work within the State right of way.

The current project schedule calls for the permitting and final design process to be conducted in parallel over the next 12-18 months, with construction commencing in late summer 2026.

GCSD has requested this proposal for a project manager to manage project delivery through the permitting, final design, and bidding phase. Specific tasks GCSD has referenced include agency coordination, project phasing and budgeting, and consultant management.

Based on GCSD's request and the project timeline provided, and our experience with managing similar projects, we propose to provide the following tasks. The actual tasks will be determined in consultation with GCSD staff based on their needs and budget:

1. Project management activities - Including budget, schedule, communication/coordination with agencies and stakeholders, meetings, staff report(s), and presentations, as needed.
2. Assistance with procurement of services – Including preparation of RFPs/solicitations and other aspects of the procurement of services needed for project delivery.
3. Manage the design and other project consultant(s) – Includes contract preparation and compliance, review and approval of invoices to ensure appropriate level of effort and corresponding billing.

4. Design QA/QC – Includes ensuring that the prepared plans and specifications are suitable for construction, permit issuance and public bidding in compliance with the Public Contracts Code.
5. Develop the project budget, schedule, and phasing strategy – Prepare and maintain budget, schedule, and phasing strategy for GCSD Board approval based on current cost projections for all required construction and soft cost items.
6. Assistance with the permitting process - Including initial application, comment/response rounds, issuance, and compliance.
7. Manage bidding process – Includes developing, implementing, and managing the bidding strategy to ensure qualified competitive bids and adherence to State public contract law.
8. Assistance with procuring and managing a CM/CI firm – Includes procuring and onboarding the construction management and inspection firm for smooth, efficient handoff from design team into construction phase.

SCHEDULE AND FEE ESTIMATE

The estimated fee table below presents the hours, and corresponding budget to manage the project for the 15-month period from July 2025 through the anticipated completion of the bidding process in September 2026. The estimate is based on an assumption of an average of 25 hours per month of billable work on the project during that time period.

Please note that the hours spent each month will vary based on project needs, and that the estimate, including the breakdown by task, is only a projection for budgeting purposes, and could end up being less than or more than the estimate. All time spent will be billed on a time and materials basis not-to-exceed the contract amount without prior authorization from GCSD.

Table 1 - Summary of Estimated Fee

Description	Hours	Fee
Task 1 - Project Management activities	100	\$23,250
Task 2 - Assistance with procurement of services	35	\$8,138
Task 3 - Manage design and other project consultant(s)	60	\$13,950
Task 4 - Design QA/QC	40	\$9,300
Task 5 - Develop the project budget, schedule and phasing strategy	50	\$11,625
Task 6 - Assistance with permitting process	35	\$8,138
Task 7 - Manage bidding process	30	\$6,975
Task 8 - Assistance with procuring and managing a CM/CI firm	25	\$5,813
Reimbursables (Mileage for site visits and in-person meetings)		\$840
Total	375	\$88,028

The estimated fee assumes all work will be performed by Sean Rose at his current rate of \$230 per hour in accordance with SREI's attached 2025 fee schedule. The fee estimate includes the

standard annual CPI increase in November 2025. Billing will be documented in detail with the submittal of monthly invoices.

We appreciate the opportunity to provide this proposal for the Granada Community Park and Recreation Center Project. Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. R. Rose', is positioned above the printed name.

Sean R. Rose, P.E., PMP
Principal

Attachments:

Resume
SREI 2025 Fee Schedule



EDUCATION

BS, Environmental Engineering, Cal Poly San Luis Obispo

MBA, San Jose State University

REGISTRATION

Registered Civil Engineer
CA No. C 64314

CERTIFICATIONS

PMP No. 53104
LEED AP
QSD/QSP No. 1023

AFFILIATIONS

APWA Silicon Valley Chapter
Current Past President

ASCE San Jose Branch
Past President

City/County Engineers Association San Mateo County
Past President

TOTAL YEARS EXPERIENCE

28 years

SEAN R. ROSE, PE, PMP, LEED AP

PROJECT MANAGER | CONSTRUCTION MANAGER | CIVIL ENGINEER

Sean Rose is a proven civil engineer and infrastructure professional. His experience includes design, construction, operations, and maintenance of parks, roads, bridges, tunnels, buildings, bike/ped facilities, flood control, wet utilities, utility undergrounding, broadband, solar and EV charging, and other types of projects with a combined construction value of over \$250 million.

Mr. Rose has a track record of successfully delivering complex infrastructure projects with efficiency, high quality, and broad stakeholder input. His hands-on knowledge of how things are built and maintained leads to practical and cost-effective outcomes. He is well versed in regulatory permitting and obtaining and administering Federal, State, and local grant funding.

EXPERIENCE

Allston Road Permeable Paver Pilot Project, Berkeley, CA

Description: Replaced impermeable asphalt with permeable pavers and underdrain system on downtown street. Total cost: \$2.1 million.

- Project Manager and Director.
- Berkeley's first major permeable pavement installation project.
- Led community outreach with Public Works Commission.
- 2014 APWA NorCal Project of the Year.



Twin Pines Park Belmont Creek Restoration Project, Belmont, CA

Description: Restore 600 linear feet of Belmont Creek within Twin Pines Park, including parks master plan improvements. Total cost: \$3.8 million.

- Project Manager



Portola Road Bridge Replacement Project, Woodside, CA

Description: Replaced 107-year old concrete bridge with new concrete box girder bridge. Total cost: \$3 million.

- Project Manager and Director.
- Led this Federal-funded project through planning, design, and construction in less than 3 years.



Town Center Sanitary Sewer Pump Station Replacement Project, Woodside, CA

Description: Replaced 50-year old pump station incl. wet well and controls. Total cost: \$1.6 million.

- Project Manager and Director.
- 2017 APWA Silicon Valley Project of the Year.



Glens Pathway Multi-Phase Project, Woodside, CA

Description: Create 2,700 linear feet of pedestrian pathways for the Glens. Total cost: \$2 million.

- Project Manager, Construction Manager, Project Engineering, Construction Inspection.
- 2025 APWA Silicon Valley Project of the Year



Old La Honda Road Bridge Replacement Project, Woodside, CA

Description: Replaced 96-year old narrow concrete bridge with new bridge. Total cost: \$1.6 million.

- Project Manager and Director.
- Obtained Highway Bridge Program funding.



Permanente Creek Bike/Ped Overcrossing of Highway 101, Mountain View, CA

Description: New Bike/Ped Overcrossing of Highway 101 at Shoreline Blvd. Total cost: \$10 million.

- Project Manager of Design Phase.
- Included a tunnel under Old Middlefield Way.
- 2010 APWA Silicon Valley Project of the Year.



Kings Mountain Road Bicycle Pullouts and Road Safety Project, Woodside, CA

Description: Install bike pullouts, striping/signage for traffic safety. Total cost: \$250,000

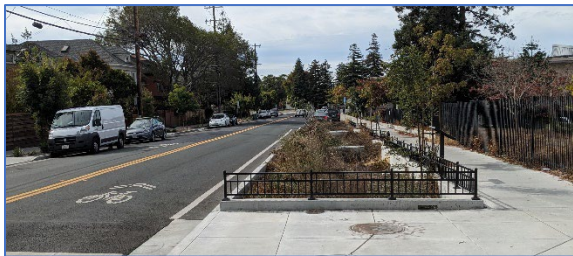
- Project Manager and Construction Manager.



Measure M Green Infrastructure Storm Drainage Projects, Berkeley, CA

Description: Installed green infrastructure projects around the City of Berkeley. Total cost: \$5 million.

- Project Manager and Director.
- Installations included state-of-the-art rain gardens, bioswales, capture devices, and weirs.
- Led site selection with Public Works Commission.



Hearst Avenue Complete Streets, Berkeley, CA

Description: Protected cycle tracks, median islands, pedestrian refuges, striping/signage, and green infrastructure. Total cost: \$3 million.

- Project Director.
- Included dedicated accessible bus ramps.
- Administered \$2.2 million Federal OBAG grant.



Los Gatos Creek Trail to Highway 9 Trailhead Connector Project, Los Gatos, CA

Description: New trailheads and trail connections including prefabricated bridge. Total cost: \$9 M.

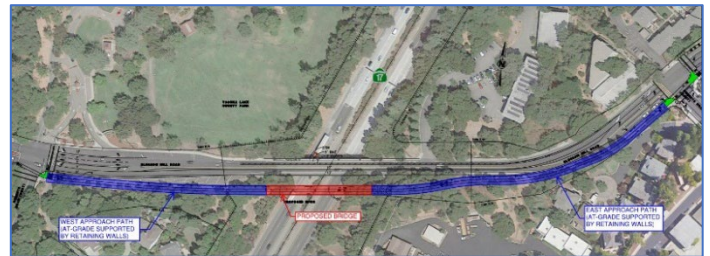
- Project Manager of Construction Phase.



Blossom Hill Road Bike/Ped Overcrossing of Highway 17, Los Gatos, CA

Description: New Bike/Ped overcrossing of Highway 17 along Blossom Hill Road. Total cost: \$25 million.

- Project Manager.
- Improve safety for all users, relieve congestion, and close a gap in the Los Gatos bicycle network.



OTHER PROJECT EXPERIENCE

Mariposa Park New 0.6-Acre Community Park, Mountain View, CA. Total cost: \$1.3M.

Woodside EV Chargers Installation, Woodside, CA 2022. Total cost: \$150,000

Fairfield Analytical Drainage Study, Fairfield, CA, 2006. Total cost: \$275,000.

Rengstorff Avenue Utility Undergrounding District, Mountain View, CA. Total cost: \$3M.

Kings Mountain Rd Bike Pullouts and Traffic Safety Project, Woodside, CA. Total cost: \$275,000.

S.R. ROSE ENGINEERING INC.

S.R. Rose Engineering Inc.

2025 Rate Schedule

(Effective January 1 through December 31, 2025)

Hourly Rates

<u>Position/Title</u>	<u>Hourly Rate</u>
Principal	\$230
Senior Project Manager	\$200
Project Manager	\$175
Senior Project Engineer	\$160
Project Engineer	\$150

Reimbursable Expenses

Auto Mileage	\$0.70/mile (2025 IRS rate)
Subconsultant Fees	Cost plus 10%
Reimbursable Costs (Printing, Copying, Parking, Mail/Shipping, Film/Developing, etc.)	Cost plus 10%

Note: Rates are subject to an annual increase based on the SF Bay Area Consumer Price Index, published annually in November.

July 7, 2025

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

RE: Granada Community Park & Recreation Center

Additional Landscape Architectural Services: County Permitting Support,
Regulatory Agency Permitting & Support, and Supplemental Environmental Review

Dear Chuck:

We sincerely appreciate the opportunity to provide the Granada Community Services District with additional landscape architectural services to support and facilitate the new and upcoming phases of project development. Recent correspondence with both County staff and regulatory agencies have clarified the immediate and short-term project needs and schedule, and this request for additional services is provided in response to their input.

As previously authorized by the District, certain portions of this work have already been provided in order to ensure timely coordination with the various agencies and consultants. This project remains dynamic, and as the needs and demands of the District's board, County, and reviewing agencies may change, we recognize that services ultimately provided may vary from this initial summary. We have organized the proposed services into three new tasks as itemized below. Please note that the numbering of these tasks continues from our proposals previously approved.

I. SCOPE OF ADDITIONAL SERVICES

TASK 11: COUNTY PERMITTING SUPPORT

1. KCRH shall attend County and team coordination meetings, providing project support, permitting strategy and refinements, and general team correspondence. We will continue to coordinate with project architect and civil engineer to ensure their respective scopes remain in alignment with the landscape work.
2. KCRH shall secure the services of an environmental and regulatory agency permitting sub-consultant to facilitate submittals for all required permitting. Environmental consultant shall provide background review, team meeting attendance, project design and development input, and shall develop the project's regulatory compliance strategy.
3. KCRH and its environmental consultant shall attend and present project at one (1) regulatory Interagency Meeting to review permitting requirements.

4. KCRH shall assist District's designated Project Manager to identify other consultants necessary for the project's completion, including traffic/parking analyses and cost estimating.
5. KCRH shall provide support for District's exploration of project phasing alternatives and cost prioritization.
6. KCRH shall prepare for and attend (1) County Planning Commission hearing for approval of the previously-submitted General Plan Conformance request.
7. KCRH shall prepare for and attend one (1) County-sponsored Major Project Public Workshop to present the project to the public and obtain community feedback. We will attend one (1) meeting with County planning staff to review public feedback and additional comments obtained via partner agencies. We have accommodated time for minor revisions to the project plans related to feedback obtained during the Public Workshop. Significant design revisions may require Additional Services.
8. KCRH shall coordinate submittal package of Coastal Development Permit drawings for County review. KCRH shall review and provide the landscape architectural responses to formal County plan check comments provided during their submittal review.
9. KCRH shall present project and obtain feedback at one (1) Midcoast Community Council meeting.
10. KCRH shall present project for approval at one (1) county Planning Commission hearing.

TASK 12: REGULATORY AGENCY PERMITTING & SUPPORT

1. KCRH and its environmental consultant shall develop background reports and prepare applications for the following:
 - US Army Corps of Engineers Section 404 Nationwide Permit
 - Regional Water Quality Control Board Section 401 Water Quality Certification
 - California Department of Fish and Wildlife Section 1602 Stream Bed Alteration Agreement
2. Sufficient time has been included to prepare for and attend one (1) additional meeting with each regulatory agency for coordination and clarification on the applications.
3. KCRH and team will develop a Riparian Restoration Planting Plan for inclusion with the permit applications.

TASK 13: SUPPLEMENTAL ENVIRONMENTAL REVIEW & COORDINATION

1. KCRH and its environmental consultant shall develop an Aquatic Resources Delineation of the project site to identify potentially jurisdictional features within its limits. Delineation shall include mapping of any potential wetlands, thalweg of the drainages, and any potential riparian features.
2. KCRH and team shall coordinate a field-verification of the limits of wetlands and/or Waters of the United States with staff from the US Army Corps of Engineers. Confirmed limits of jurisdictional features shall be incorporated into the project plans.
3. Team shall prepare a Biological Resources Impacts Assessment and additional mitigation recommendations, if required, based on updated field survey data. All temporary and permanent impacts to sensitive biological resources with a moderate to high likelihood to occur within the project area shall be quantified. An Impacts Assessment Memo shall be developed for use in permitting applications and County coordination, and an Avoidance, Minimization, and Mitigation

Plan shall be developed to ensure protection for some special-status species with potential to occur on site.

4. KCRH has accommodated up to 24 hours of project management and development time to update the project plans as required to respond to changes necessitated by these supplemental environmental review services.

II. EXCLUDED SERVICES

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

III. FEES & COMPENSATION

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

Principal	\$175 / hr
Senior Associate	\$155 / hr
Project Manager	\$145 / hr
Draftsperson	\$120 / hr
Clerical	\$95 / hr

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

TASK 11: COUNTY PERMITTING SUPPORT	
Landscape Architectural Services	\$21,900
Consultant Services (Sunset Ecological Solutions)	\$13,800
TOTAL TASK 11	\$35,700
TASK 12: REGULATORY AGENCY PERMITTING & SUPPORT	
Landscape Architectural Services	\$12,650
Consultant Services (Sunset Ecological Solutions)	\$32,300
TOTAL TASK 12	\$44,495

TASK 13: SUPPLEMENTAL ENVIRONMENTAL REVIEW & COORDINATION	
Landscape Architectural Services	\$10,600
Consultant Services (Sunset Ecological Solutions)	\$25,700
TOTAL TASK 13	\$36,300
Subtotal Tasks 11-13	\$116,495
Sub-Consultant Markup (10%)	\$7,180
Estimated Reimbursable Expenses (0.5%)	\$2,200
TOTAL FEES TASKS 11-13:	\$125,875

3. Reimbursable Expenses: Printing, reproduction costs, and postage/delivery fees shall be billed at cost plus 10%.

KCRH shall prepare and submit invoices on a monthly basis for the time expended, and are due within 25 days or shall be subject to a 1-1/2% interest charge. 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

July 11, 2025

Memorandum

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

6-Year CIP for FY 2025 - FY 2031

We plan to meet later this month with Chuck and Hope to review a preliminary 6-year CIP. We anticipate that the new CIP will include sewer main and lateral rehabilitation or replacement and the proactive inspection of sewer mains within ½ mile of the ocean. We will evaluate sewers on SAM's "hot list" and 1920 sewers for replacement as well as other sewers with a history of maintenance issues or claims.

Pillar Point Harbor Sewage Meter

As mentioned in previous reports, the Harbor District pump station's wet well will need to be mechanically ventilated to meet the requirements of the National Fire Protection Association (NFPA) Code for the sewage meter.

SAM's Montara FM Replacement Project

The McGuire and Hester Team is providing progressive design build services for the replacement of SAM's Montara Force Main. Work this year will include field investigations, preliminary design and environmental review and permitting. Final design is expected to start in September and construction is scheduled to begin in June 2026. The project is on schedule to be completed before its court ordered deadline of June 30, 2027.

Memorandum

Granada Community Services District
July 11, 2025

Naples Beach, Phase 2 Easement

We have asked State Parks staff again for an update on securing a permanent easement for about 275' of GCSD sewer constructed on State Parks property.

Big Wave Connection

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

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



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, June 9, 2025

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

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88230891965?pwd=aG8gWXxkChbdax2fUWYiCsKJHcwO41.1>

Meeting ID: 882 3089 1965

Passcode: 251340

Dial by your location

1 669 900 6833 US (San Jose)

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

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

1. CALL TO ORDER

A. Roll Call:

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

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on June 9, 2025, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of May 12, 2025, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for June 9, 2025 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending April 30, 2025 **(Attachment)**

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

- A. Status Update on FEMA Reimbursements for Winter Storm Damage Events of 2022/23 **(Attachment)**
- B. Authorize General Manager to Enter into Contract with Stantec Consulting Services Inc. in an Amount not to Exceed \$404,440 for the Electrical System Relocation Project Funded by FEMA **(Attachment)**

5. GENERAL MANAGER'S REPORT

- A. Monthly Managers' Report – April 2025

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL TO DISCUSS POSSIBLE EXPOSURE TO LITIGATION (Government Code § 54956.9(d) (e), one potential case.

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: June 23, 2025, and July 14, 2025

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Tim Costello, Plant Superintendent

DATE: June 9, 2025

SUBJECT: Monthly Manager's Report – April 2025

Executive Summary

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

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

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

Background and Discussion/Report

The following data is presented for the month of April 2025.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.827	59.76%
Granada CSD	0.286	20.65%
Montara W&SD	0.271	19.58%
Total	1.385	100.0%

BOARD MEMBERS: P. Nagengast
 N. Marsh

ALTERNATE MEMBERS: J. Randle
 B. Softky

B. Dye
 D. Ruddock
 W. Bowles
 M. Allen

S. Boyd
 K. Slater-Carter
 D. Penrose

Reportable Spills Cat 3: 1
Reportable Spills Cat 4: 0

Administration

There was one Regular Board Meeting in the month of April 2025, and no public records request. There was no article in the Half Moon Bay Review. There were three articles in the Coastside Buzz Mentions With No Major Surprises, Sewer Authority Mid-Coastside Sends 2025-26 General Budget to Member Agencies for Approval. (April 3, 2025), SAM Attorney Considers SB 601 Bill Which Looks to Re-Establish Federal Clean Water Act for California by Increasing Civil Penalties and Expanding Violations Authority. (April 10, 2025), and Sewer Authority (SAM) GM Presents General Budget Increase of 11% and Collections Budget Increase of 10% to JPA Member Agency, Montara Water and Sanitary District.(April 17, 2025). There were no new hires in the month of April. There were two Anniversary in the month of April George Evans Finance Officer, and George Long Lead Operator.

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.

On April 22nd we did have a force main leak near the North end of the airport. We replaced about 13.5 feet of the ductile pipe with C-900. We also needed to install a circle clamp on a small seeping pin hole that we observed when putting the pipe back in service. The engineer’s estimate was 586 gallons making it a category 3 SSO. I would like to point out the field crew did a volume estimation as well and they calculated 551 gallons which really shows their skill level of volume estimation.

On April 27th we had booth at the Pacific Coast Dream Machines as part of our public outreach. The event was well attended, and we had numerous folks come by and ask questions. Some local some a bit further away. I think if the weather were better there would have been more folks. From what I understand this was one of the highest presales for the event, but I think the weather kept a number of folks from bringing their prize automobiles out.

BOARD MEMBERS:	P. Nagengast	B. Dye	S. Boyd
	N. Marsh	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	J. Randle	W. Bowles	D. Penrose
	B. Softky	M. Allen	

We have cut way back on Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier is down as well. As conditions change, we will likely need to increase our usage, but for now we are good with minimizing extra chemicals. We have been able to back off on adding polymer and cl₂ for foam control on the front side of the MLSS basin also.

Effluent BOD results averaged 20.4 mg/l this month, again a little higher than we like. We had two highs, a 28, 29, and a 30 mg/L result that drove the average up. The plant performance has been good. We are still well within our eff limits, but it is still irritating to get higher numbers when things look good.

We did have a couple of high Influent BOD results, 760 and 530. The 760 being about 3x what we would expect to see on the influent BOD. For reference the higher BOD / COD numbers represent the incoming strength of the wastewater or the organic load applied to the treatment facility.

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

Following up on the new suction header on secondary # 2, we have been in contact with the folks at the rebuild-it team. At this point they are working on fabricating a new suction arm. At this time, they have not given us an install date.

Training this month (4/2), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month we had a refresher on flagger and traffic control. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

During the month of April 2025 rainfall was below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 1.434 inches of rain in, (1.89 inches is considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.92 inches, (from the NOAA gauge at the plant). Our roof top had 0.64 at the plant, 0.65 inches in the GCSD service area, and 0.5 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 April 2025.

BOARD MEMBERS:	P. Nagengast	B. Dye	S. Boyd
	N. Marsh	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	J. Randle	W. Bowles	D. Penrose
	B. Softky	M. Allen	

- 4/1/2025 – Daily ops rounds and duties. Door repair crew here to finish effluent building doors. Collect and deliver the VERILY sample. Replace belt press polymer tote. Collect ALPHA samples.
- 4/2/2025 – Daily ops rounds and duties. Found server not functioning, fixed later in the morning. Switch influent pump, set pump 6 on lead. Exercise all influent pumps. Door crew here finishing doors at final effluent building. Tested high float level in influent well. Du-all safety training, traffic control and flagger refresher.
- 4/3/2025 - Daily ops rounds and duties. Wash down secondary clarifier weirs. Found the digester gas pressure high, did run gas flare to help reduce pressure.
- 4/4/2025 - Daily operator rounds and duties. Hosed down Princeton pump station wet well. Wash down primary and secondary clarifier weirs. Found digester gas high, turned-on gas flare manually to burn excess gas.
- 4/5/2025 - Saturday - Daily ops rounds and duties. Increase CL2 to RAS due to high SVI, set to 48 lbs. /day. No anomalies during the day.
- 4/6/2025 - Sunday - Daily ops rounds and duties. Normal days, numbers, samples and process control.
- 4/7/2025 - Daily ops rounds and duties. Julio filling in. Adjust primary sludge pumping rates. MONTARA pump station commutation alarm, reset alarm, all ok. Polymer tote delivery to plant. American portables at the plant to discharge 1000 gallons.
- 4/8/2025 – Daily ops rounds and duties. Maintenance mechanics performing oil change on all influent well pumps. Power wash area around primary clarifiers. Grit pump #2 fail alarm late at night, shut off for the night will diagnose the following day. Pick up Rain-For-Rent tank.
- 4/9/2025 – Daily ops rounds and duties. Rain-For-Rent picked up 2nd tank from MONTARA pump station. Cleaned primary pump sludge 2, 3 and 5. Bleach and clean all sampler tubing and jugs. Cozzolino landscaping here at the plant. Work on May schedule for staff.
- 4/10/2025 - Daily ops rounds and duties. Grit pump #2 making a lot of noise when on, possible bad bearing, take pump out of service. Switch chemical pumps (CL2 and SO2). Cleaned contact basin #1. Replaced bad electrical cord from inside tent where RDT is. Plugged feed line to pump 4 at PORTOLA pump station, pump will be replaced at a later date. Clean and bleach all sludge core samplers.

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P. Nagengast
N. Marsh

B. Dye
D. Ruddock

S. Boyd
K. Slater-Carter

ALTERNATE MEMBERS:

J. Randle
B. Softky

W. Bowles
M. Allen

D. Penrose

- 4/11/2025 - Daily operator rounds and duties. RF McDonald here to work on Waste Gas Flare, fixed, tested and worked ok. Replaced tubing on primary effluent sampler.
- 4/12/2025 - Saturday - Daily ops rounds and duties. Waste gas flare fail, reset and worked ok afterwards. Work on plant process.
- 4/13/2025 - Sunday - Daily ops rounds and duties. Start RDT on manual mode. Adjust primary sludge pumping rates.
- 4/14/2025 - Daily ops rounds and duties. Marina from SRT to take digester boiler measurements. American Portables here to discharge sewage. Found PRINCETON pump station generator block heater defective, maintenance mechanics are aware.
- 4/15/2025 - Daily ops rounds and duties. CALCON here working on SCADA programming issues, as well as MONTARA communication alarm issues. Clean all MLSS DO probe meters. Wash down bar screens. Collect and deliver VERILY COVID sample.
- 4/16/2025 - Daily ops rounds and duties. Drop off SAM5 at Phil's Auto shop for maintenance. Fire Department here, site inspection and familiarize themselves with the facility. Clean a few empty polymer totes.
- 4/17/2025 - Daily ops rounds and duties. CALCON material delivery to the plant. Bleach and clean SO2 line going to the analyzer. Wash down final effluent building due to lots of concrete dust. Replaced PH probe on the PH meter in the lab. Perform initial demonstration of capability (PH, DO, CL2 residual) for Doug.
- 4/18/2025 - Daily operator rounds and duties. Clean Chlorine contact basin #2. Exercise large influent pumps. Switch chemical pumps SO2 and CL2. Final effluent building sampler failed, replaced with another and in the process of sending out the broken one for repair.
- 4/19/2025 - Saturday-Daily ops rounds and duties. Replaced polymer tote for RDT. Adjust timer for digester sludge transfer. Work on HACH WIMS and excel.
- 4/20//2025 - Sunday-Daily ops rounds and duties. Normal day no anomalies. 1st day ALPHA samples.
- 4/21/2025 - Daily ops rounds and duties. Collect ALPHA lab samples. Found final effluent fridge warm adjust temp. American portables here to discharge waste. Set up and post May staff schedule.

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- 4/22/2025 - Daily ops rounds and duties. CALCON here working on installing antenna on top of admin building and working on other electrical equipment. Remove and wash down both bar screens. Start painting final effluent building doors. Flushed chlorine PVC line for RAS pumps. Force main leak in Moss Beach @ highway 1 across from ETHEDORE St.
- 4/23/2025 - Daily ops rounds and duties. Johnson Control here for fire equipment inspection. CALCON here at the plant and also at MONTARA pump station working on electrical equipment. Power wash areas around the plant. Continue painting doors. Place an order for CL2 and SO2 for the plant. Force main line repair by Andreinni. American portables here at the plant to discharge waste.
- 4/24/2025 - Daily ops rounds and duties. Perform the annual WP study tests (DO, PH & CL2). Continue painting final effluent building doors. Hydro clean main line where RDT underdrain goes into with flusher truck.
- 4/25/2025 - Daily operator rounds and duties. RDT polymer mixing chamber and polymer feed line clogged, removed all parts, washed, and cleaned, put back together, and worked ok. Ignition alarm on primary clarifier cross collector not running, found no issues, reset alarm, and worked fine afterwards.
- 4/26/2025 - Saturday - Daily ops rounds and duties. RDT no water going into polymer pump, stop and reset RDT, worked ok.
- 4/27/2025 - Sunday - Daily ops rounds and duties. Pedro's cleaning service in the admin building.
- 4/28/2025 - Daily ops rounds and duties. Start RDT manual mode. Collect ALPHA LAB samples. Work on May / June schedule.
- 4/29/2025 - Daily ops rounds and duties. Found pump #3 at PORTOLA pump station was running continuously but not pumping, found to be ragged up. Auditing being done at SAM. Maintenance crew replace the grit cyclone at the separator. American portables at the plant to discharge, flow temporarily spiked. Hypo delivery to the plant.
- 4/30/2025 - Daily ops rounds and duties. Influent pump 4 alarm, VFD fault #2330(earth fault), CALCON found water inside wiring box, Lock and Tag out pump for removal of pump. Cozzolino landscape at the plant. A1 septic here at the plant to discharge sewer waste.

Other activities are listed below:

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There were 15 deliveries (approximately 8,200 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 820.00. There were no leachate deliveries to the SAM IPS line in the month of April 2025, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 34,953 feet of sewer line and responded to sixteen calls in contract service areas. Nine calls were sewer line related and seven were maintenance service calls. Six of the callouts were during regular business hours or started during regular business hours and went into overtime. Ten of the calls were after-hour callouts. Three calls were in HMB, eleven calls were in the MWSD service area, and two calls were in the GCSD service area during the month of April 2025.

HMB – The service calls in HMB during the month of April were as follows; 4/2 - Smart cover battery replacement on siphon line near Oak Street Park.

The maintenance service calls in HMB during April were as follows; 4/8 – Bell Moon trouble alarm, Station was operating normally upon arrival, possible power glitch. Cleared alarms and checked station for normal operation. 4/17 - Bell Moon station alarm. Possible power glitch, station had utility power upon arrival. Reset alarms and checked station for normal operation.

GCSD – The service calls in GCSD during the month of April 2025 were as follows: 4/3 - Call for garage sink backup. When crew arrived at the observed standing water in clean out, crew flushed main finding no obstructions. Crew assisted owner to restore flow to system from property line cleanout. 4/18 - Call for backup in bathtub. Upon arrival crew observed no standing water in clean out and main was flowing normally. Crew explained that it appeared to be an issue inside the house. Owner was going to snake out line to see if they could clear blockage.

There were no maintenance calls in the GCSD service area in April 2025.

MWSD – The sewer line related calls in the MWSD service area in the month of April 2025 were as follows; 4/1 - Smart cover high level, upon arrival crew found line surcharged. Crew flushed line to restore flow, finding grease and wipes causing blockage. 4/8 - Smart cover communication delay. Crew

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investigated and contact Smart cover, they suggested replacing e-box and battery. Crew initiated repairs. 4/11 - Call for possible sewage in yard. Crew responded and check main line finding it to be flowing normally. Upon further investigation it was determined that the neighbor's property has a lateral line that runs through the RP's property. The neighbor was going to reach out to a plumber as there could be a line separation. 4/21 - Received new smart cover parts, crew installed new e-box, sensor, and battery. 4/22 - This was an odor complaint from Clinton at MWSD that turned out to be a leak in the SAM FM at the end of the airport - Cat 3. 4/25 - Replaced parts on Harte and Cedar smart cover - e-box, Battery, and Sensor.

The maintenance calls in the MWSD service area during the month of April 2025 were as follows: 4/16 - Date Harte power fail, station ran on genny for 7 minutes. Station was on utility power upon arrival. Reset alarms and checked station for normal operation. 4/16 - Vallemar station alarm, genny did not run. Station had utility power upon arrival. Cleared alarms and checked station for normal operation. 4/16 - Niagra station alarm due to power failure, station was on utility power upon arrival. Reset alarms and checked station for normal operation. 4/27 - Seal Cove #2 phase loss alarm. Station was back on utility power upon arrival. Reset alarms and checked station for normal operation. 4/29 - Seal Cove #2 phase loss alarm. Station was back on utility power upon arrival. Reset alarms and reset UPS, checked station for normal operation.

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

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report April 2025

Attachment B: Monthly NPDES Report April 2025

Attachment C: Collection System Data April 2025

Attachment D: Contract Collection Service Report April 2025

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Attachment A

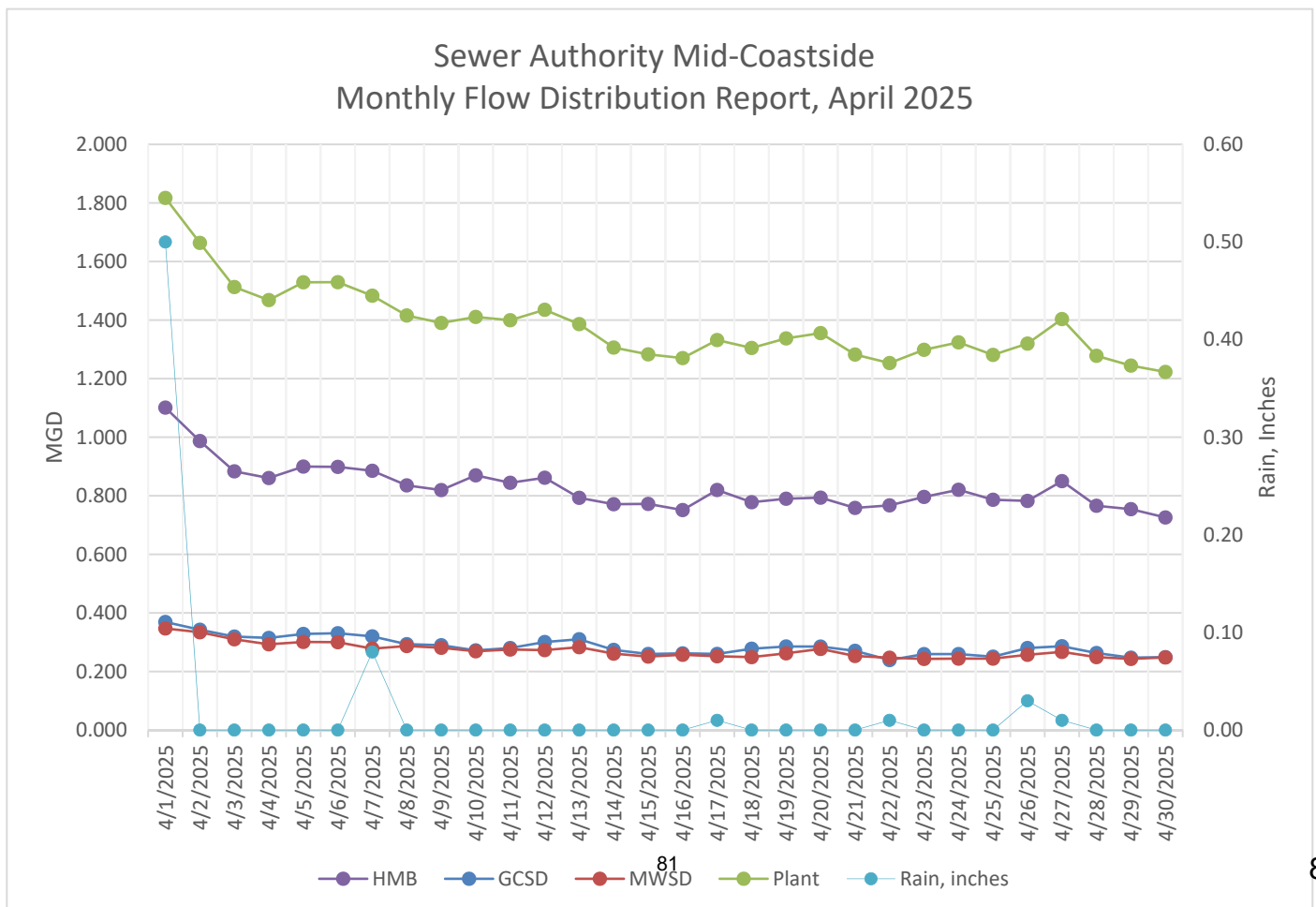
Flow Distribution Report Summary for April 2025

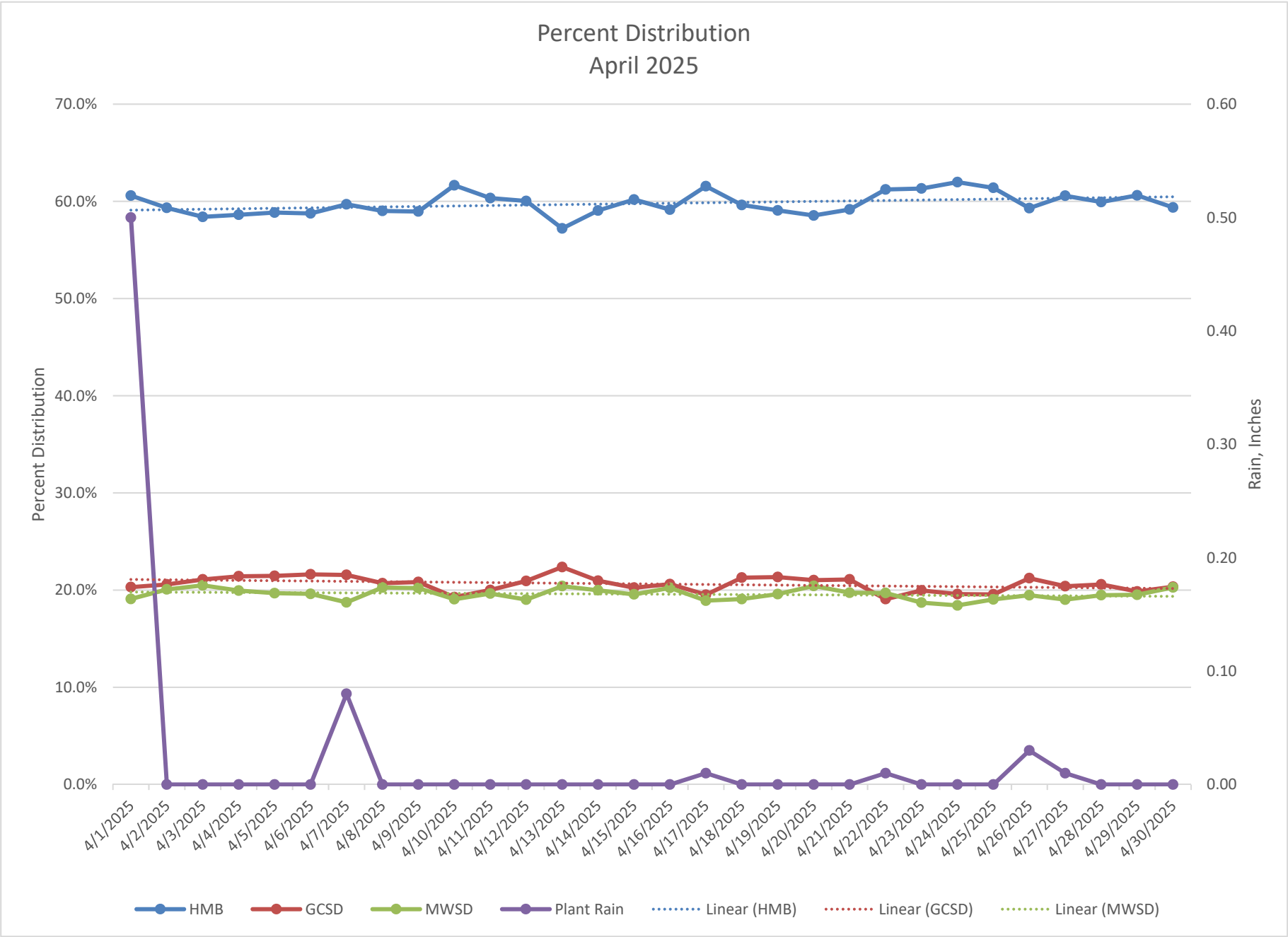
The daily flow report figures for the month of April 2025
have been converted to an Average

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

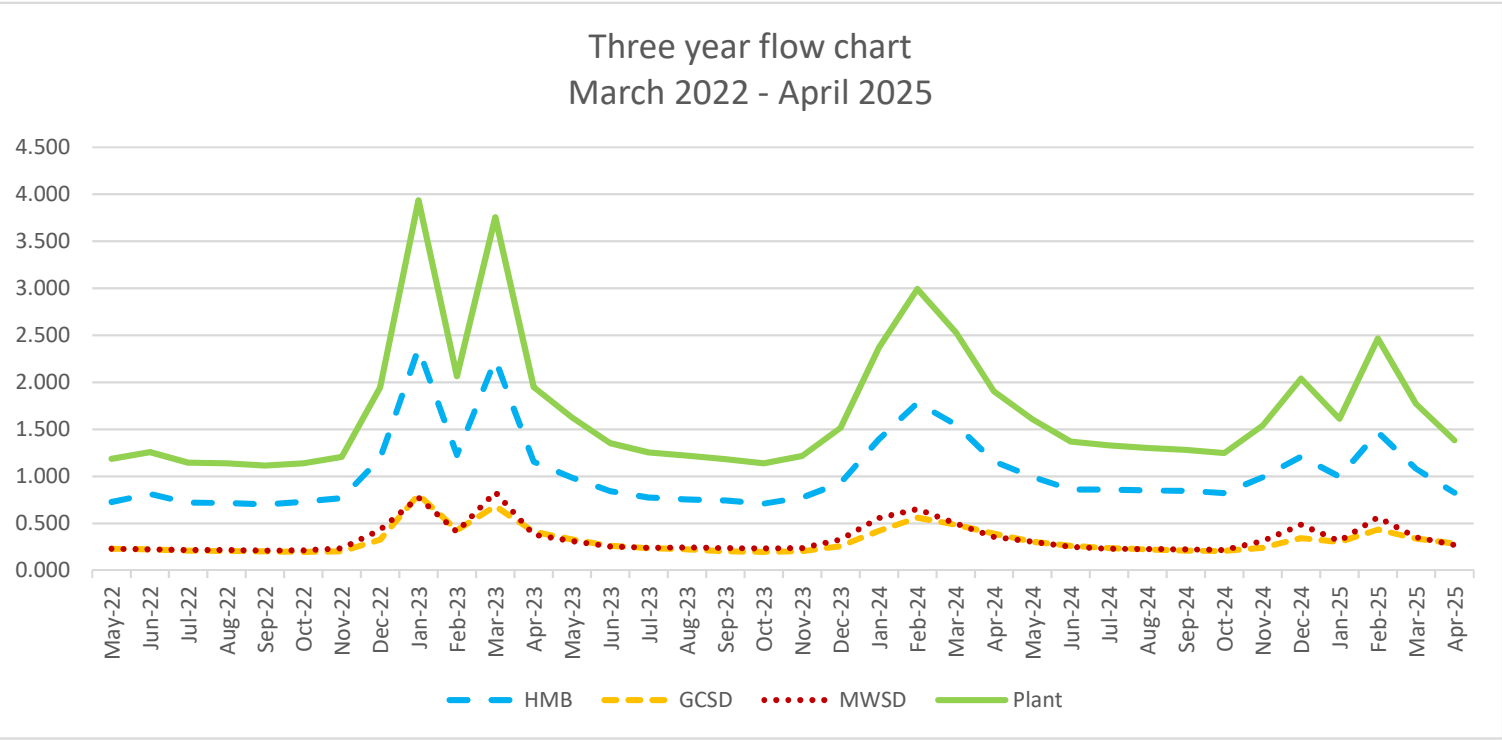
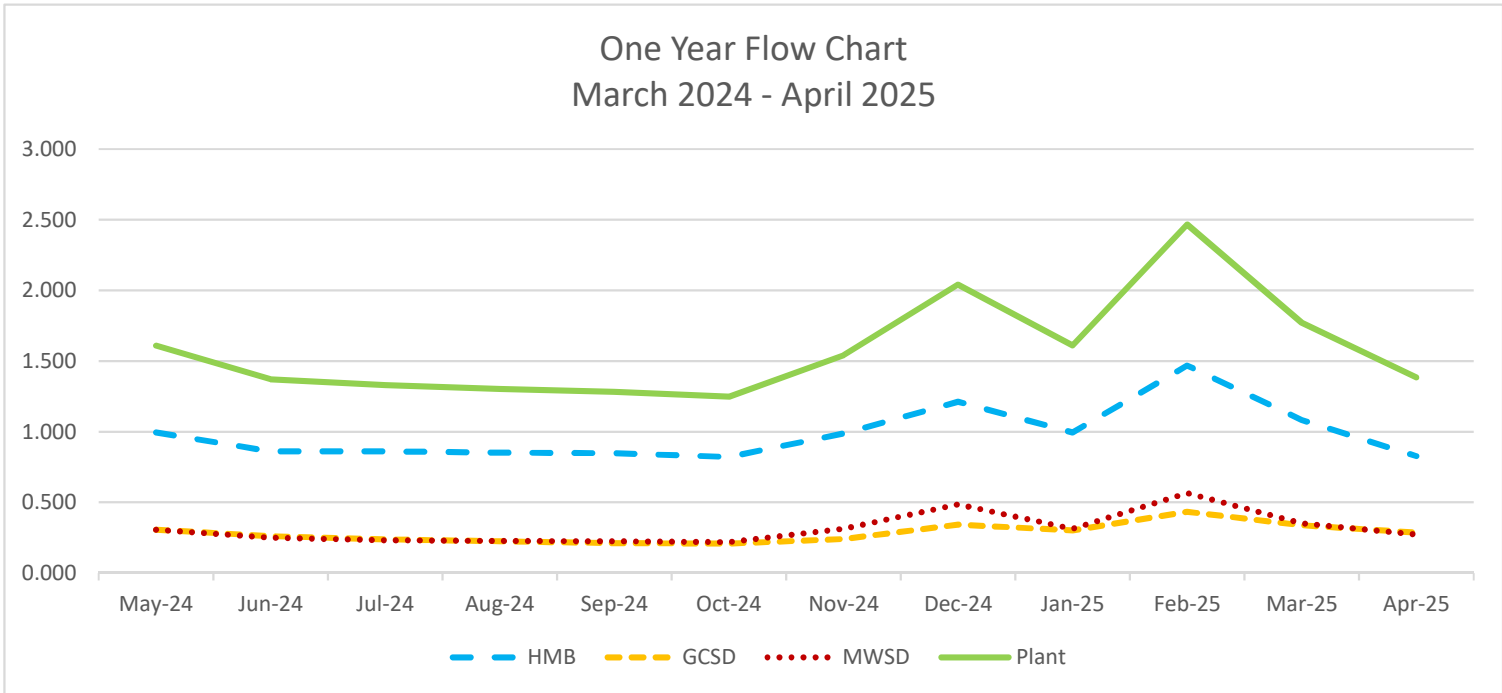
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.827	59.76%
Granada Community Services District	0.286	20.65%
Montara Water and Sanitary District	<u>0.271</u>	<u>19.58%</u>
Total	1.385	100.0%





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



SAM E-001 April 2025

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
4/1/2025	240	4.10		98%	310	130	8.9	
4/2/2025								
4/3/2025								
4/4/2025								
4/5/2025			4.10					8.90
4/6/2025								
4/7/2025								
4/8/2025	560	4.20		99%	760	410	28.0	
4/9/2025	330	3.50		99%	290	130	30.0	
4/10/2025								
4/11/2025								
4/12/2025			3.85					29.00
4/13/2025								
4/14/2025								
4/15/2025								
4/16/2025	240	6.20		97%	330	170	13.0	
4/17/2025	270	5.60		98%	270	190	29.0	
4/18/2025								
4/19/2025			5.90					21.00
4/20/2025	330	4.20		99%	530	190	22.0	
4/21/2025	360	3.00		99%	380	190	18.0	
4/22/2025								
4/23/2025								
4/24/2025								
4/25/2025								
4/26/2025			3.60					20.00
4/27/2025								
4/28/2025	310	2.90		99%	380	180	13.0	
4/29/2025	320	3.60		99%	370	180	22.0	
4/30/2025								
			3.25					17.50
Count	9	9	4	900%	9	9	9	4
Minimum	240	2.90	3.60	97%	270	130	8.9	8.9
Average	329	4.14		99%	402	197	20.4	
Maximum	560	6.20	5.90	99%	760	410	30.0	29.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 April 2025

Date	BOD % Removal	Eff Settleable Matter mg/l		Eff Settleable Matter Weekly Avg mg/l		Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
4/1/2025	97%		ND			1.10		0.00
4/2/2025								0.00
4/3/2025								0.00
4/4/2025								0.00
4/5/2025					ND		1.10	0.00
4/6/2025								0.00
4/7/2025								0.00
4/8/2025	96%		ND			0.80		0.00
4/9/2025	90%		ND			1.20		0.00
4/10/2025								0.00
4/11/2025								0.00
4/12/2025					ND		1.00	0.00
4/13/2025								0.00
4/14/2025								0.00
4/15/2025								0.00
4/16/2025	96%		ND			4.20		0.00
4/17/2025	89%		ND			1.60		0.00
4/18/2025								0.00
4/19/2025					ND		2.90	0.00
4/20/2025	96%		ND			2.60		0.00
4/21/2025	95%		ND			1.50		0.00
4/22/2025								0.00
4/23/2025								0.00
4/24/2025								0.00
4/25/2025								0.00
4/26/2025					ND		2.05	0.00
4/27/2025								0.00
4/28/2025	97%		ND			1.60		0.00
4/29/2025	94%		ND			1.70		0.00
4/30/2025								0.00
5/1/2025								0.00
					ND		1.65	
Count	9		0		0	9	4	31
Minimum	89%		0.0	<	0.00	0.80	1.00	0.0
Average	95%		ND		ND	1.81	1.76	0.0
Maximum	97%		0.0		0.0	4.20	2.90	0.0000
Percent Removal	85							
5 Sample Median								
High								
Low								
Daily Max						225		4.8
Weekly Max							100	
Monthly Average						75		

SAM E-001 April 2025

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Entero- cocci MPN		30 day geo mean		Eff DO mg/l	Eff DO % Saturation
4/1/2025	0.00	17.0	6.87	17.7		ND			7.20	75.5
4/2/2025	0.00		6.88	17.1					6.83	70.8
4/3/2025	0.00		7.12	17.2					8.06	83.7
4/4/2025	0.00		7.03	17.7					8.07	84.8
4/5/2025	0.00		7.00	17.4				6.598	7.64	79.6
4/6/2025	0.00		6.87	17.7					6.93	72.6
4/7/2025	0.00		6.95	18.4					7.52	79.9
4/8/2025	0.00		6.91	18.5					7.87	83.9
4/9/2025	0.00	19.0	6.82	18.1		ND			6.71	71.0
4/10/2025	0.00		6.88	18.5					7.22	77.0
4/11/2025	0.00		7.08	18.3					7.73	82.0
4/12/2025	0.00		7.03	17.8				6.598	7.63	80.1
4/13/2025	0.00		6.78	18.1					6.15	65.0
4/14/2025	0.00		6.69	18.2					7.09	75.2
4/15/2025	0.00		6.68	18.3					6.91	73.4
4/16/2025	0.00		6.71	18.4					6.33	67.3
4/17/2025	0.00	23.0	6.85	18.3		ND			6.66	70.8
4/18/2025	0.00		7.05	18.3					7.86	83.2
4/19/2025	0.00		7.16	18.1				ND	7.78	82.1
4/20/2025	0.00		7.01	18.2					7.44	78.8
4/21/2025	0.00	15.0	6.88	18.5		ND			6.01	63.0
4/22/2025	0.00		7.00	18.7					6.63	70.7
4/23/2025	0.00		7.04	18.3					7.20	76.2
4/24/2025	0.00		7.10	18.0					6.96	73.6
4/25/2025	0.00		7.16	17.8					7.65	80.4
4/26/2025	0.00		7.12	18.0				ND	7.25	76.4
4/27/2025	0.00		6.99	18.4					7.10	75.6
4/28/2025	0.00		6.99	18.2					7.81	83.0
4/29/2025	0.00	16.0	6.94	18.6		ND			6.37	67.7
4/30/2025	0.00		6.90	18.8					6.60	71.3
5/1/2025	0.00									
Count	31	5	30	30		0		2	30	30
Minimum	0.00	15.0	6.68	17.1	<	ND	<	6.598	6.01	63.0
Average	0.000	18.0	6.95	18.1	<	ND	<	6.598	7.17	75.8
Maximum	0.00	23.0	7.16	18.8		0	<	6.6	8.07	84.8
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, April 2025

April 2025

	Number of S.S.O's				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	0	0	0	1
Total	1	0	0	0	1
					100%

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCSD	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	0	0	0	1
Total	1	0	0	0	1
		0%	0%	0%	100%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCSD	MWSD	SAM
April 2025	1	0	0	0	1
12 Month Moving Total	1	0	0	0	1

SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCSD	MWSD	SAM
April 2025	1.0	0.0	0.0	0.0	13.7
12 Month Moving Total	1.0	0.0	0.0	0.0	13.7
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	1.0	0.0	0.0	0.0	13.7
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

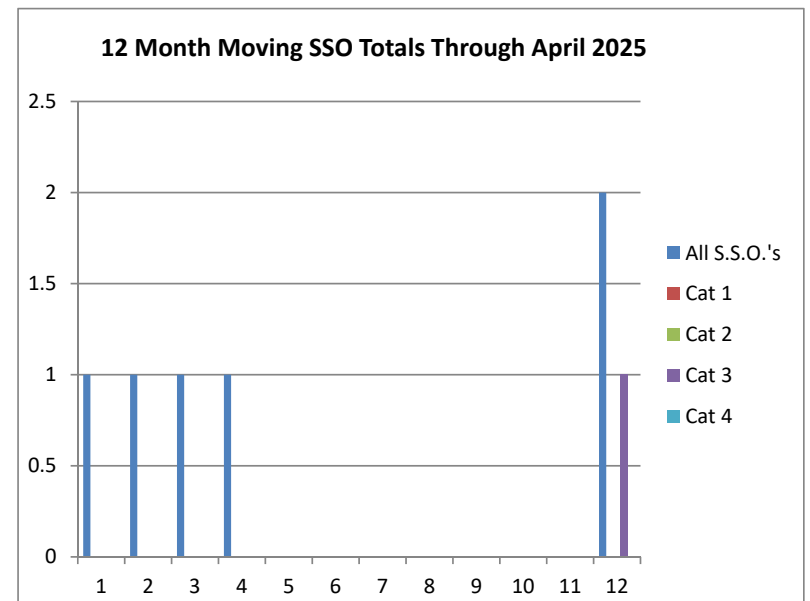
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSD	MWSD	Total Feet	Total Miles
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7
Sep - 24	11,201	10,596	5,188	26,985	5.1
Oct - 24	13,673	13,941	7,743	35,357	6.7
Nov - 24	12,497	13,252	10,026	35,775	6.8
Dec - 24	11,178	15,168	4,120	30,466	5.8
Jan - 25	6,789	12,256	9,935	28,980	5.5
Feb - 25	13,501	11,719	7,630	32,850	6.2
Mar - 25	6,257	14,540	10,183	30,980	5.9
Apr - 25	15,622	12,056	7,275	34,953	6.6

Annual ft	131,735	144,653	92,436	368,824	
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Annual Mi.	24.9	27.4	17.5		69.9
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Attachment C



TASK SUMMARY- GCSD 2024-25

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,341	10,778	8,742	11,786	11,198	13,437	12,208	8,890	11,865	11,733				
Hot Spot Cleaning	5,400	320	294	1,117	1,811	2,039	-	-	2,402	613	321				
Lift Station Inspection - Daily	52	4	4	4	4	4	4	4	4	4	4				
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-				
Maint. Work Orders - Completed	-	4	4	4	4	4	4	4	4	4	4				
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-				
Manhole Inspection	879	67	54	47	73	68	69	57	56	70	60				
USA Markings	372	36	29	35	35	31	18	20	23	25	31				
F.O.G. Inspections Completed	10	-	-	-	-	-	-	24	-	-	-				
F.O.G. Inspections Passed	10	-	-	-	-	-	-	24	-	-	-				
F.O.G. Inspection Failed	-	-	-	-	-	-	-	-	-	-	-				
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-				
Customer Service Call - Reg	-	-	1	1	-	1	1	2	1	3	1				
Customer Service Call - OT	-	1	2	-	1	1	-	-	-	2	1				
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-				
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-				
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	-				
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0				



GRANADA COMMUNITY SERVICES DISTRICT

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

May 15, 2025

This meeting was held in person and via Zoom.

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

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

ROLL CALL

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

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore.

GENERAL PUBLIC PARTICIPATION

Bruce Kruettel asked that the board consider calculating sewer charges based on water usage instead of a flat rate.

REGULAR MEETING AGENDA

- 1. Consideration of Candidates to fill District Board Vacancy and Resolution Appointing a Board Member** – Candidates who applied to fill the board vacancy, Wendy Jensen, Anthony Applewhite, Matt Allen, and Will Plaxico, each provided information on their backgrounds and why they were interested in serving on the board. Each candidate answered various questions posed by the board. The board held a discussion on the candidates.

ACTION: Director Marsh nominated Matt Allen to fill the District Board Vacancy. Director Randle nominated Wendy Jensen. The board first voted on the nomination of Matt Allen. (Marsh/Dye). Approved 3-1 (Randle opposed). Director Marsh moved to approve the Resolution appointing Matt Allen to the Board. (Marsh/Dye). Approved 4-0.

Matt Allen took the oath of office.

- 2. Approval of Audited District Financial Statement for the Fiscal Year Ending June 30, 2024** - Mr. Duffy explained that due to recent changes in the GASB financial regulations, the Assessment District financials and the Sewer and Parks and Recreation financials are combined as of two years ago. Chris Brown from Brown and Company CPA's provided a brief presentation of the District's audited

financial statements. Mr. Brown stated that the District was provided an unmodified clean opinion, and they did not identify any weaknesses in the internal controls.

ACTION: Director Marsh moved to approve the Audited Financial Statements for Fiscal Year 2023/24. (Marsh/Bowles). Approved 5-0.

3. Parks and Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore summarized the previous month's recreation events, and stated that the next quarterly recycling day will occur on July 19.
- b. Updates on Granada Community Park Project – Ms. Atmore stated that staff met with San Mateo County Planning Staff and that a pre-application and public workshop will be required prior to submitting for the Coastal Development Permit. Ms. Atmore also provided information on Sean Avent with Sunset Ecological Solutions who is assisting with regulatory agency permits, as well as Sean Rose from SR Rose Engineering who is being researched as a possible project manager.

4. Engineer's Report – Mr. Duffy stated that the aerial surveys for the SAM IPS force main project in Montara is underway. Director Marsh asked for the status on the Big Wave connection. Mr. Duffy explained that Big Wave's connection to the GCSD sewer is plugged until the onsite system can be flushed and engineering fees are paid.

5. Report on Sewer Authority Mid-Coastside Meetings – Director Dye provided an update on the First Flush program. Director Dye also stated that the City of Half Moon Bay is questioning the flow allocations calculated by SAM, based on a hydraulic study they recently completed. Director Dye also provided information on the Montara Water and Sanitary District earth movement issues in Seal Cove.

CONSENT AGENDA

6. April 17, 2025 Regular Meeting Minutes.

7. April 30, 2025 Special Meeting Minutes.

8. May 15, 2025 Warrants.

9. March 2025 Financial Statements.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

11. Attorney's Report. (Parkin)

12. General Manager's Report. (Duffy)

13. Administrative Staff Report. (Atmore) – Ms. Atmore stated that following a notice from the Fire Department, a bird survey had been completed by RCD and that the property will be mowed.

14. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:01 p.m.

Hope Atmore, Board Secretary

Date Approved by the Board: July 17, 2025

Granada Community Services District
June 2025 Warrants
For the June 19, 2025 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
05/15/25	10393	AT&T	Inv dtd 05/05/25	6170 Utilities	205.31
05/15/25	10394	CliftonLarsonAllen LLP	04/16/25-04/30/25 Accounting Svcs	6152 Accounting	543.20
05/15/25	10395	KBA Document Solutions, LLC	Inv dtd 05/13/25	6140 Office Supplies	23.83
05/15/25	10396	Kennedy Jenks	3/28/25-4/25/25 Svcs, Sum 206	6070 Engineering Services	4,222.40
05/15/25	10397	Laura Barcella	Registration - Wellness Series - Class 3	6310 Park Related Misc Expenses	105.00
05/15/25	10398	Primo Brands	Inv dtd 05/10/25 - Activity 04/09/25-05/08/25	6140 Office Supplies	48.46
06/19/25	10399	AIMS Team LLC	Inv GCSD-2025-01	6070 Engineering Services	7,150.00
06/19/25	10400	AT&T	Inv dtd 06/05/25	6170 Utilities	204.96
06/19/25	10401	Barbara Dye	05/15/25 GCSD	6040 Directors' Compensation	190.00
06/19/25	10402	C.J. Brown & Company CPAs	04/01/25-05/31/25 Svcs	6010 Auditing	3,050.00
06/19/25	10403	CliftonLarsonAllen LLP	05/01/25-05/31/25 Svcs	6152 Accounting	3,578.75
06/19/25	10404	Comcast	06/13/25-07/12/25 Svcs	6170 Utilities	516.26
06/19/25	10405	Dudek	04/26/25-05/23/25 Svcs	6151 General Manager	7,425.00
06/19/25	10406	Hue & Cry, Inc	Jul 2025 Pump Stn & Qrtly Ofc Alarm 07/01/25-09/30/25	6170 Utilities	132.88
06/19/25	10407	Jen Randle	05/15/25 GCSD	6040 Directors' Compensation	190.00
06/19/25	10408	Kankel, Conroy, Rose & Hill Landscape	June 2025	5130 Parks & Rec Professional Svcs	9,992.63
06/19/25	10409	KBA Document Solutions, LLC	Inv dtd 06/11/25	6140 Office Supplies	38.04
06/19/25	10410	Kennedy Jenks	04/26/25-05/23/25 Svcs, Sum 207	6070 Engineering Services	4,880.46
06/19/25	10411	Matthew Allen	05/15/25 GCSD	6040 Directors' Compensation	190.00
06/19/25	10412	Nancy Marsh	05/15/25 GCSD	6040 Directors' Compensation	190.00
06/19/25	10413	Pacifica Community TV	05/15/25 GCSD	6180 Video Taping	400.00
06/19/25	10414	PG&E	Inv dtd 05/21/25	6170 Utilities	64.83
06/19/25	10415	PG&E	Pump Stn Inv dtd 05/14/25	6170 Utilities	410.75
06/19/25	10416	Primo Brands	Inv dtd 06/11/25 - Activity 05/09/25-06/08/25	6140 Office Supplies	48.46
06/19/25	10417	Rodolfo Romero	May-29/June Cleaning	6130 Office Maintenance & Repairs	330.00
06/19/25	10418	San Mateo County Harbor District	Office Lease - July 2025	6120 Office Lease	5,220.20
06/19/25	10419	SDRMA	SDRMA Medical Benefit Premiums - July 2025	6062 Medical	5,218.59
06/19/25	10420	Sewer Authority Mid-Coastside	June 2025 Collections & Asmts	5010 SAM - General	161,758.05
06/19/25	10421	SMC Planning & Building	Major Dev Pre-App & General Plan Conformity	6310 Park Related Misc Expenses	8,144.47
06/19/25	10422	Streamline	Streamline Flex 06/01/25-07/01/25	6190 Computers	245.00
06/19/25	10423	Tri Counties Bank	Stmt dtd 05/30/25	6140 Office Supplies	741.99
06/19/25	10424	US Bank Equipment Finance	June 2025 Svcs	6020 Copier lease	252.28
06/19/25	10425	Wanda Bowles	05/15/25 GCSD	6040 Directors' Compensation	190.00
06/19/25	10426	Wittwer Parkin	Legal Svcs 05/01/25-05/31/25	6090 Legal Services	2,013.00
TOTAL \$					227,914.80

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

Date	Num	Name	Memo	Account	Amount
07/17/25	10427	AT&T	Inv dtd 07/05/25	6170 Utilities	204.96
07/17/25	10428	CliftonLarsonAllen LLP	06/01/25-06/30/25 Accounting Svcs	6152 Accounting	4,611.95
07/17/25	10429	Comcast	07/13/25-08/12/25 Svcs	6170 Utilities	516.23
07/17/25	10430	County of San Mateo	FY25-26 Operating Expenses	2300 Due to/from AD	3,354.00
07/17/25	10431	Dudek	05/24/25-06/27/25 Prof. Svcs	6151 General Manager	9,914.88
07/17/25	10432	Hope Atmore	Cell phone and misc. reimb. 01/01/25-06/30/25	6170 Utilities	544.41
07/17/25	10433	Kankel, Conroy, Rose & Hill Landscape	Jul-25	5130 Parks & Rec Professional Svcs	10,339.38
07/17/25	10434	Hue & Cry, Inc	Aug 2025 Pump Stn Alarm	6170 Utilities	35.59
07/17/25	10435	KBA Document Solutions, LLC	Inv dtd 07/09/25	6140 Office Supplies	49.29
07/17/25	10436	Laura Barcella	Sound Bath Meditation 6/24/25	6310 Park Related Misc Expenses	318.50
07/17/25	10437	PG&E	Office Inv dtd 06/24/25	6170 Utilities	54.94
07/17/25	10438	PG&E	Pump Stn Inv dtd 06/13/25	6170 Utilities	445.29
07/17/25	10439	Primo Brands	06/09/25-07/08/25 Svcs	6140 Office Supplies	48.46
07/17/25	10440	Rodolfo Romero	July Cleaning	6130 Office Maintenance & Repairs	220.00
07/17/25	10441	San Mateo County Harbor District	Office Lease - Aug 202	6120 Office Lease	5,220.20
07/17/25	10442	San Mateo Daily Journal	SMD ads	6160 Publications/Notices/Marketing Outr	2,436.00
07/17/25	10443	SDRMA	SDRMA Medical Benefit Premiums - August 2025	6062 Medical	5,218.59
07/17/25	10444	Sewer Authority Mid-Coastside	July 2025 Collections & Asmts	5010 SAM - General	172,128.92
07/17/25	10445	Streamline	Streamline Flex 07/01/25-08/01/25	6190 Computers	245.00
07/17/25	10446	Tri Counties Bank	Stmt dtd 06/30/25	6140 Office Supplies	1,087.44
07/17/25	10447	U.S. Bank	Bank service charges (AD)	2300 Due to/from AD	1,250.00
07/17/25	10448	US Bank Equipment Finance	July 2025 Svcs	6020 Copier lease	252.28
07/17/25	10449	US Postal Service	PO Box Service Fee - 12 Months	6140 Office Supplies	268.00
07/17/25	10450	Wittwer Parkin	Legal Svcs 06/01/25-06/30/25	6090 Legal Services	21,440.00
TOTAL \$					240,204.31



Financial Statements

Granada Community Services District
May 2025

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Executive Summary

REVENUE (2024/2025 YTD)

\$4,544,961

▲ 7.3% vs budget



EXPENSES (2024/2025 YTD)

\$3,003,380

▲ 5.5% vs budget



CHANGE IN NET ... (2024/2025 YTD)

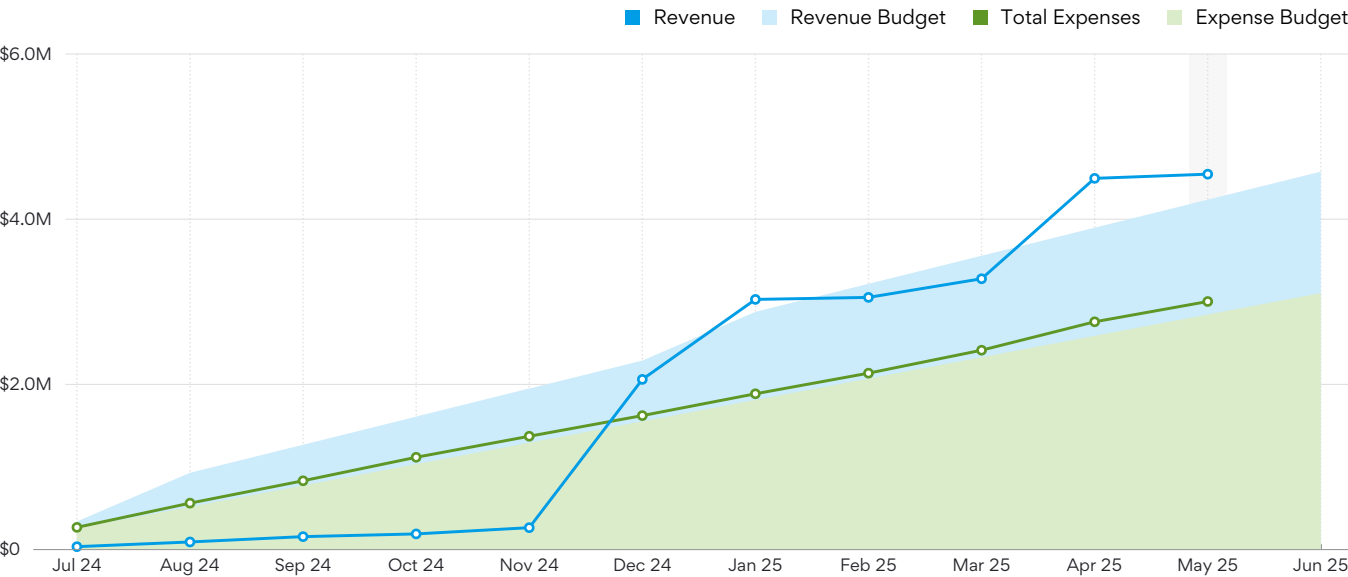
\$1,541,581

▲ 10.9% vs budget



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

YTD Cumulative Revenue & Expense Budget Trends

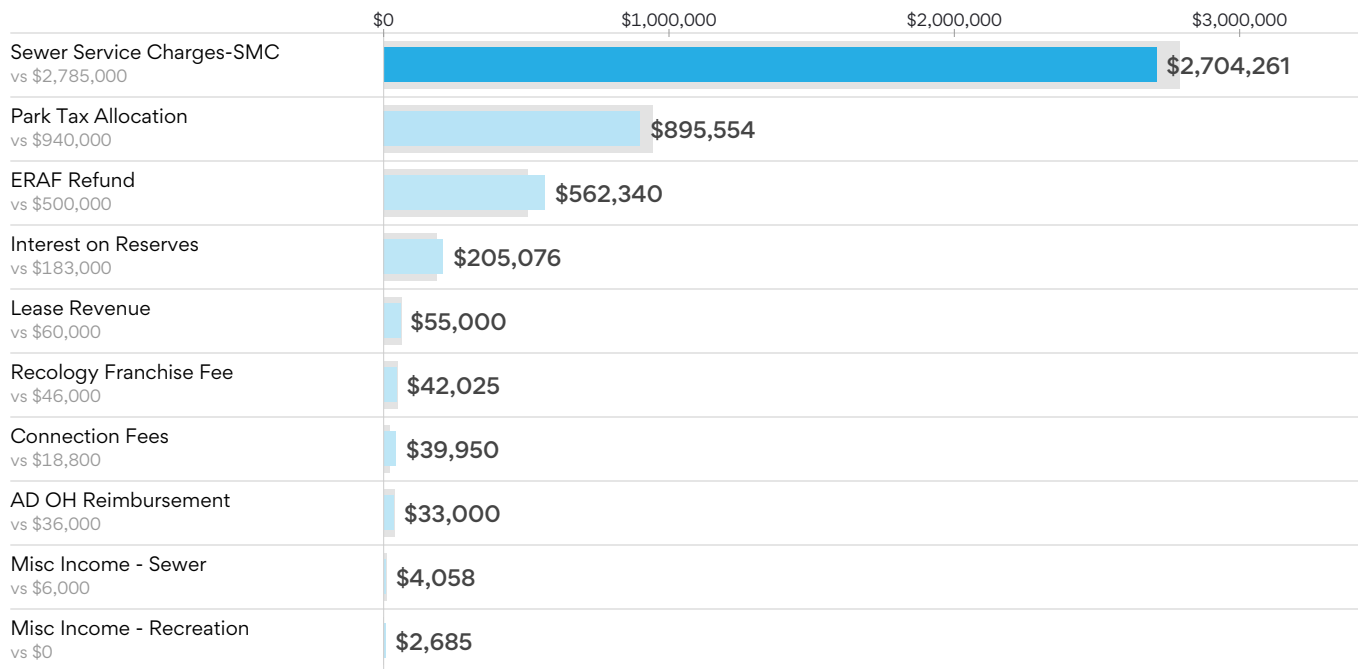


The sharp increases in revenue in December 2024, January 2025, and April 2025 were primarily due to property tax disbursements from the County of San Mateo. Year-to-date expenses have closely aligned with the budget.

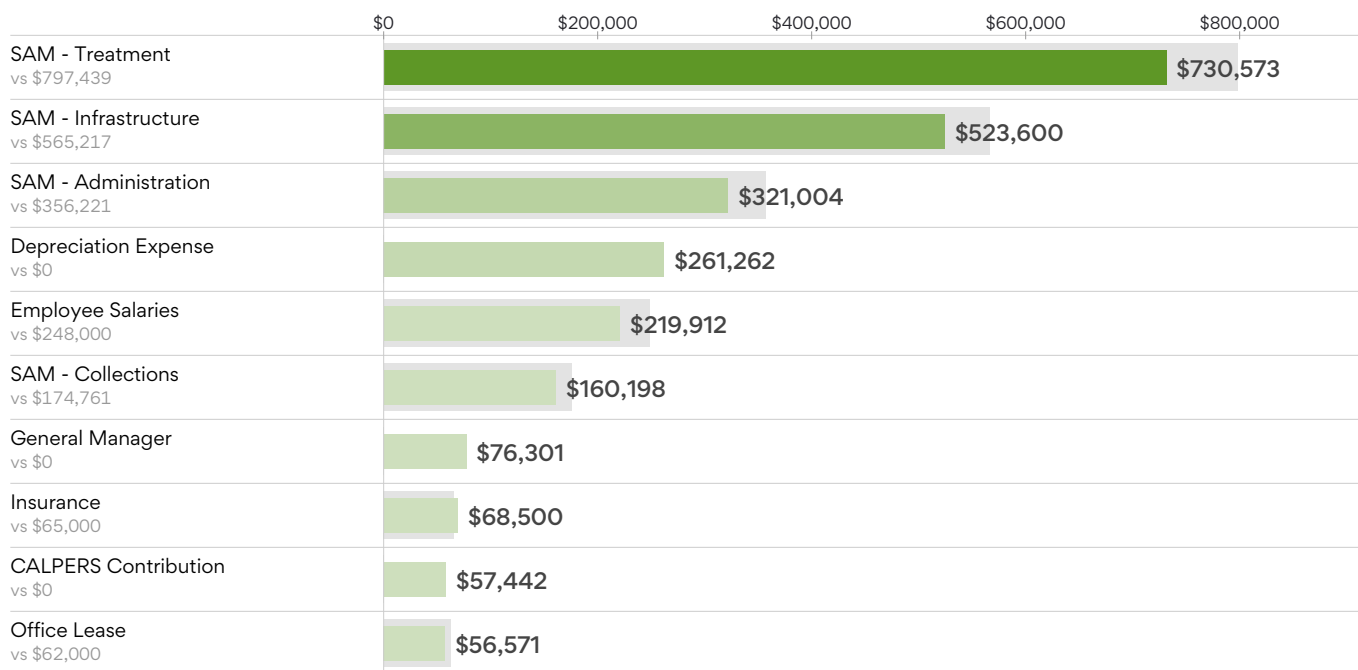
Top 10 Revenues & Expenses

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

Top 10 Revenue breakdown (2024/2025 YTD vs Budget)

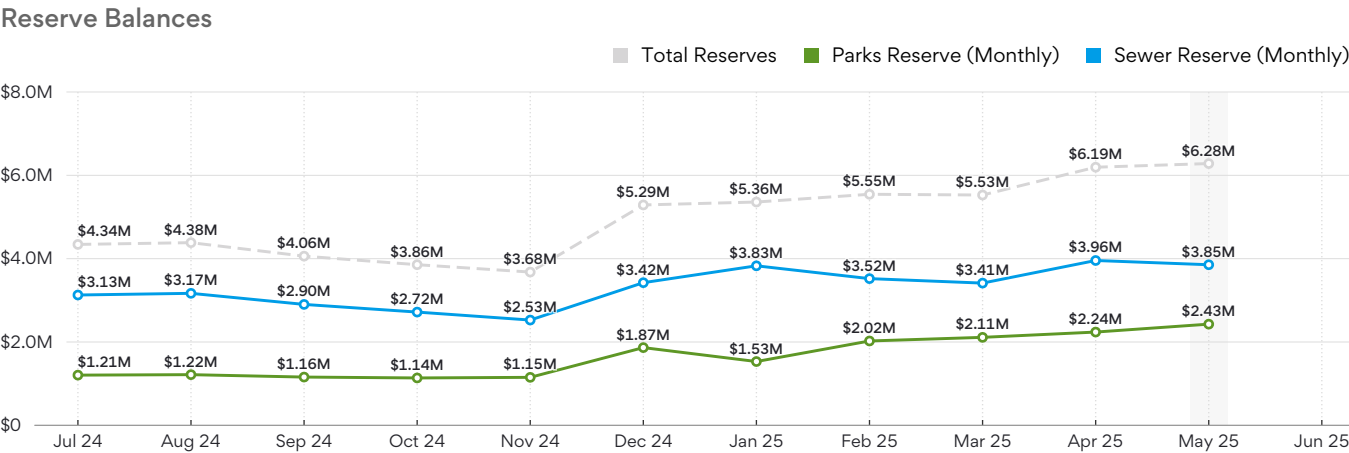


Top 10 Expenses breakdown (2024/2025 YTD vs Budget)



Budgetary Fund Cash Reserves

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



Sewer Reserves (\$)	2024/2025 (YTD)
Beginning Sewer Reserve	3,273,516
Change in Sewer Reserve	580,676
Ending Sewer Reserve	3,854,192

Parks & Recreation Reserves (\$)	2024/2025 (YTD)
Beginning Parks Reserve	1,206,127
Change in Parks Reserve	1,222,311
Ending Parks Reserve	2,428,438

Total Cash Reserves (\$)	2024/2025 (YTD)
Ending Reserves	6,282,630

Granada Community Services District

For the Eleven Months Ended May 31, 2025

Notes to the reader:

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

- The financial statements omit management's discussion and analysis and substantially all of the disclosures required by accounting principles generally accepted in the United States of America.
- The following accounts are adjusted at fiscal year-end only:
 - Capital assets and construction in progress
 - Net pension liability and related deferred inflows and outflows of resources, and pension expense
 - Compensated absences liabilities and related expenses
- These financial statements are presented in a simplified format that does not conform to the formats prescribed by GASB Statement No. 34.
- Totals and subtotals may not exactly equal the sum of their components due to rounding where decimals are not displayed.

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

Financial Statements

Granada Community Services District Statement of Net Position (Unaudited) As of May 31, 2025

ASSETS	May 2025
Cash & Equivalents	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	370,581
Tri Counties Bank - Deposit	2,500
LAIF	9,090
CalTrust Liquidity Fund #0010	5,899,491
Undeposited Funds	742
Total Cash & Equivalents	6,282,630
Accounts Receivable	
Accounts Receivable from Customers	2,036
Other Current Assets	
Due from AD	177
Prepaid Expenses	10,451
Excess ERAF Receivable	245,004
Total Other Current Assets	255,632
Total Current Assets	6,540,298
Fixed Assets	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,430,965)
Total Fixed Assets	7,307,121
Investments or Other Non-Current Assets	
Investment in SAM	5,091,453
ERAF 5% Retention Receivable	53,738
Total Investments or Other Non-Current Assets	5,145,191
Total Non-Current Assets	12,452,312
Total Assets	18,992,610
Deferred Outflows of Resources	131,418

(Continued on next page)

Granada Community Services District
Statement of Net Position (Unaudited)
As of May 31, 2025
(Continued)

LIABILITIES	May 2025
Accounts Payable	
Accounts Payable	23,520
Other Current Liabilities	
Accrued Vacation	11,301
Deposits Payable	3,498
Payroll Liabilities	4,902
Recology-Delinquent Garbage Payable	70,545
Unearned Revenue	3,000
Total Other Current Liabilities	93,246
Total Current Liabilities	116,766
Other Non-Current Liabilities	
Net Pension Liability	204,826
Total Other Non-Current Liabilities	204,826
Total Non-Current Liabilities	204,826
Total Liabilities	321,592
Deferred Inflows of Resources	5,787
NET POSITION	
Net Investment in Capital Assets	7,307,121
Net Position - Unrestricted	11,489,528
Total Net Position	\$ 18,796,649

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Eleven Months Ended May 31, 2025

Revenue	Jul-May 2025	Expected to Date	Variance YTD	FY2024/2025 Budget
Operating Revenue				
Sewer Service Charges-SMC	\$ 2,704,261	\$ 2,552,917	\$ 151,345	\$ 2,785,000
Sewer Service Charges-Pro-rated	992	-	992	-
Connection Fees	39,950	17,233	22,717	18,800
Total Operating Revenue	2,745,203	2,570,150	175,053	2,803,800
Non Operating Revenue				
Interest on Reserves	205,076	167,750	37,326	183,000
Net Incr.(Decr.) FV of Invstmts	19	-	19	-
SAM Refund from Prior Yr	-	917	(917)	1,000
ERAF Refund	562,340	500,000	62,340	500,000
Misc Income - Sewer	4,058	5,500	(1,442)	6,000
Misc Income - Recreation	2,685	-	2,685	-
Lease Revenue	55,000	55,000	-	60,000
Park Tax Allocation	895,554	861,667	33,888	940,000
AD OH Reimbursement	33,000	33,000	-	36,000
Recology Franchise Fee	42,025	42,167	(142)	46,000
Total Non Operating Revenue	1,799,757	1,666,000	133,758	1,772,000
Total Revenue	4,544,961	4,236,150	308,811	4,575,800
Expenses				
Operations				
SAM - General	1,095,541	1,101,026	(5,485)	1,201,119
SAM - Pass Through Costs	2,823	-	2,823	-
SAM - Collections	160,198	160,198	-	174,761
Depreciation Expense	261,262	-	261,262	-
CCTV	3,200	13,750	(10,550)	15,000
Pet Waste Station	1,304	-	1,304	-
RCD - Parks	5,363	4,583	780	5,000
Half Moon Bay Reimb - Parks	-	24,750	(24,750)	27,000
Recreation Professional Services	18,742	-	18,742	-
Recreation Supplies and Miscellaneous	1,506	-	1,506	-
Total Operations	1,549,938	1,304,307	245,632	1,422,880
Administration				
Auditing	16,150	16,500	(350)	18,000
Copier lease	2,775	4,125	(1,350)	4,500
Directors' Compensation	11,020	13,750	(2,730)	15,000
Education & Travel Reimb	2,955	1,833	1,121	2,000
Elections Related	19,931	-	19,931	-
Employee Compensation	339,678	349,250	(9,572)	381,000
Engineering Services	48,297	32,083	16,213	35,000
Insurance	68,500	59,583	8,917	65,000
Legal Services	63,826	119,167	(55,341)	130,000
Memberships	12,498	9,167	3,331	10,000
Office Lease	56,571	56,833	(262)	62,000
Office Maintenance & Repairs	2,798	3,208	(410)	3,500
Other Property Maint.	3,458	-	3,458	-
Office Supplies	4,782	-	4,782	-

(Continued on next page)

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Eleven Months Ended May 31, 2025
(Continued)

Expenses (Continued)	Jul-May 2025	Expected to Date	Variance YTD	FY2024/2025 Budget
Administration (Continued)				
Professional Services	138,826	233,750	(94,924)	255,000
Publications/Notices/Marketing Out	5,488	8,250	(2,762)	9,000
Utilities	13,147	14,667	(1,520)	16,000
Video Taping	4,800	4,583	217	5,000
Computers	7,076	4,583	2,493	5,000
Miscellaneous	1,212	917	295	1,000
Bank Service Charges	1,009	-	1,009	-
Permitting/Fees/Filing Fees	8,021	-	8,021	-
Park Related Misc Expenses	-	13,750	(13,750)	15,000
Total Administration	832,816	946,000	(113,184)	1,032,000
Capital Projects				
Infrastructure Repairs	530,440	527,282	3,158	575,217
SAM - Lift Station	35,448	-	35,448	-
6-yr CIP Phase 3	3,748	59,583	(55,836)	65,000
Mainline System Repairs	-	9,167	(9,167)	10,000
Capital Projects Professional Service	50,989	-	50,989	-
Total Capital Projects	620,625	596,032	24,593	650,217
Total Expenses	3,003,380	2,846,339	157,040	3,105,097
Change in Net Position	\$ 1,541,581	\$ 1,389,811	\$ 151,770	\$ 1,470,703
Beginning Net Position	\$ 17,255,068	\$ 17,255,068	\$ -	\$ 17,255,068
Ending Net Position	\$ 18,796,649	\$ 18,644,879	\$ 151,770	\$ 18,725,771

Supplementary Information

Granada Community Services District

Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund

(Unaudited)

For the Eleven Months Ended May 31, 2025

Revenue	Sewer	Parks & Recreation	Total
Operating Revenue			
Sewer Service Charges-SMC	\$ 2,704,261	\$ -	\$ 2,704,261
Sewer Service Charges-Pro-rated	992	-	992
Connection Fees	39,950	-	39,950
Total Operating Revenue	2,745,203	-	2,745,203
Non Operating Revenue			
Interest on Reserves	127,221	77,855	205,076
Net Incr.(Decr.) FV of Invstmts	13	6	19
ERAF Refund	224,936	337,404	562,340
Misc Income - Sewer	4,058	-	4,058
Misc Income - Recreation	-	2,685	2,685
Lease Revenue	41,250	13,750	55,000
Park Tax Allocation	-	895,554	895,554
AD OH Reimbursement	33,000	-	33,000
Recology Franchise Fee	42,025	-	42,025
Total Non Operating Revenue	472,503	1,327,254	1,799,757
Total Revenue	3,217,707	1,327,254	4,544,961
Expenses			
Operations			
SAM - General	1,095,541	-	1,095,541
SAM - Pass Through Costs	2,823	-	2,823
SAM - Collections	160,198	-	160,198
Depreciation Expense	257,632	3,630	261,262
CCTV	3,200	-	3,200
Pet Waste Station	-	1,304	1,304
RCD - Parks	-	5,363	5,363
Recreation Professional Services	-	18,742	18,742
Recreation Supplies and Miscellaneous	-	1,506	1,506
Total Operations	1,519,393	30,545	1,549,938
Administration			
Auditing	12,113	4,038	16,150
Copier lease	2,081	694	2,775
Directors' Compensation	8,265	2,755	11,020
Education & Travel Reimb	2,216	739	2,955
Elections Related	14,949	4,983	19,931
Employee Compensation	254,790	84,888	339,678
Engineering Services	48,297	-	48,297
Insurance	51,375	17,125	68,500
Legal Services	36,645	27,181	63,826
Memberships	9,844	2,654	12,498
Office Lease	42,428	14,143	56,571
Office Maintenance & Repairs	2,099	700	2,798
Other Property Maint.	1,071	2,388	3,458
Office Supplies	3,443	1,339	4,782

(Continued on next page)

Supplementary Information
Granada Community Services District
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund
(Unaudited)
For the Eleven Months Ended May 31, 2025
(Continued)

Expenses (Continued)	Sewer	Parks & Recreation	Total
Administration (Continued)			
Professional Services	107,803	31,023	138,826
Publications/Notices/Marketing Outreach	5,155	333	5,488
Utilities	11,935	1,212	13,147
Video Taping	3,600	1,200	4,800
Computers	5,153	1,924	7,076
Miscellaneous	909	303	1,212
Bank Service Charges	756	252	1,009
Permitting/Fees/Filing Fees	7,266	755	8,021
Total Administration	632,191	200,626	832,816
Capital Projects			
Infrastructure Repairs	530,440	-	530,440
SAM - Lift Station	35,448	-	35,448
6-yr CIP Phase 3	3,748	-	3,748
Capital Projects Professional Services	-	50,989	50,989
Total Capital Projects	569,636	50,989	620,625
Total Expenses	2,721,220	282,160	3,003,380
Change in Net Position	\$ 496,487	\$ 1,045,094	\$ 1,541,581

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: May 16, 2025 to June 30, 2025 (Fiscal Year-End)
July 1, 2025 to July 10, 2025

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Date: July 17, 2025

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

APPLICATIONS RECEIVED

There were eleven (11) applications received in 24/25 FY.

Date	Class	Owner/Agent	APN		Address	Sq. Ft.	Zone
07/19/24	ADU	Pasternak	047-286-010	330	Santa Maria Ave, EG	5,844	R1/S17
08/05/24	VAR	Taffera	048-022-370	0	Magellan Ave, EG	8,800	S94
08/07/24	ADU	Williamson	047-127-470	255	Ave Balboa, EG	3,049	R1/S17
08/27/24	1A	Uccelli	047-122-180	130	Sonora Ave	6,132	R1/S17
09/18/24	ADU	Sullivan	047-132-060	315	San Carlos Ave	5,000	R1/S17
09/30/24	1A	Peng	047-218-280	568	Ferdinand Ave	5,001	R1/S17
10/08/24	VAR	Uccelli	047-122-010	0	Sonora, EG	3,986	R1/S17
12/05/24	ADU	Raffai	037-352-180	20	Sea Crest Ct, EG	5,238	R1/S17
02/14/25	SFD	Mercado	048-014-360	145	Medio Ave, HMB	7,048	R1/S17
03/12/25	2A	McDonald	047-022-200	111	California Ave, Princeton	4,889	W/DR
06/18/25	2A	Boyce	047-031-110	181	Harvard Ave, Princeton	3,500	W/DR

Shaded items were previously reported.

There were two (2) applications received in July.

Date	Class	Owner/Agent	APN		Address	Sq. Ft.	Zone
07/02/25	1A	Tumusok	047-061-060	122	Carmel Ave, EG	6,250	R1/S17
07/3/25	2A	ELG Circle LLC	047-016-370	203	Airport St, Princeton	9,605	W/DR

PERMITS ISSUED

There were fifteen (15) sewer permits in 24/25 FY:

Eight (8) Single-Family Dwellings, six (6) ADU's, and one (1) mixed use.

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

3266	ADU	11/22/24	Sullivan	047-132-060	315	San Carlos Ave, EG	5,000	R1/S94
3267	ADU	02/07/25	Raffai	037-352-180	20	Sea Crest Ct, EG	5,238	R1/S17
3268	1A	03/25/25	Taffera	047-105-100	814	Ave Balboa, EG	6,250	R1/S17
3269	1A	04/15/25	Jensen	047-056-020	1070	San Carlos Ave, EG	4,696	R1/S17
3270	1A	05/20/25	McGregor	048-013-220	130	Coronado Ave, Miramar	4,400	R1/S94
3271	1A	05/27/25	Mercado	048-014-360	145	Medio Ave, Miramar	7,048	R1/S17
3272	1A	06/10/25	Uccelli	047-122-010	200	Columbus St, EG	3,986	R1/S17

Shaded items were previously reported.

SEWER HOOK-UPS

There were three (3) hook-ups in 24/25 FY.

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

Shaded items were previously reported.

SPECIAL NOTES: