



**GRANADA COMMUNITY SERVICES DISTRICT**

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

Thursday, January 18, 2024

**NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING**

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

Zoom information below:

|  |  |
|--|--|
| <p><b>Topic: GCS D Regular Board Meeting</b><br/><b>Time: January 18, 2024 7:00 PM Pacific Time</b><br/><b>(US and Canada)</b></p> <p>Join Zoom Meeting<br/><a href="https://us02web.zoom.us/j/82642686214">https://us02web.zoom.us/j/82642686214</a></p> <p>Meeting ID: 826 4268 6214</p> | <p><b>OR</b></p> <p>Dial by your location<br/>+1 669 444 9171 US</p> |
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**CALL REGULAR MEETING TO ORDER AT 7:00 p.m.**

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

**ROLL CALL**

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

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

|        |                    |                |
|--------|--------------------|----------------|
| Staff: | General Manager:   | Chuck Duffy    |
|        | Assistant Manager: | Hope Atmore    |
|        | Legal Counsel:     | William Parkin |

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **REGULAR MEETING AGENDA**

- 1. Parks and Recreation Activities.**
  - a. Report on Granada Community Park and Recreation Center.
  - b. Report on planned Recreation Program Events.
    - i. Coastside Land Trust, Junior Land Stewards Presentation. Page 4
    - ii. Update on 2024 tentative recreation planning. Page 10
- 2. Consideration of Assessment District Budget.** Page 11  
**Recommendation:** Approve Proposed Assessment District Budget.
- 3. Consideration of Use Policy for Granada Community Park Property Parking Area.** Page 13  
**Recommendation:** To be made by the Board.
- 4. Engineer's Report.** Page 23
- 5. Report on Sewer Authority Mid-Coastside Meetings.** Page 26

### **CONSENT AGENDA**

- 6. December 21<sup>st</sup> Special Meeting Minutes.** Page 48
- 7. December 21<sup>st</sup> Regular Meeting Minutes.** Page 49
- 8. January 2024 Warrants.** Page 53
- 9. November 2023 Financial Statements.** Page 54
- 10. Dedication of Class 3 Mainline Extension to Serve APN: 047-288-030, 1230 Columbus Street, El Granada (Solloway).** Page 59
- 11. Dedication of Class 3 Mainline Extension to Serve APN: 047-311-060, 207 Airport Street, El Granada (Big Wave).** Page 60

### **COMMITTEE REPORTS**

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

### **INFORMATION CALENDAR**

- 13. Attorney's Report. (Parkin)**
- 14. General Manager's Report. (Duffy)**
- 15. Administrative Staff Report. (Atmore)** Page 61
- 16. Future Agenda Items.** Page 62

**ADJOURN TO CLOSED SESSION**

**1. Conference with Legal Counsel – Existing Litigation - Government  
Code Section §54956.9(d)(1).**

*City of Half Moon Bay v. Granada Community Services District and Montara  
Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara  
County (Superior Court Case No. 17CV316927; Sixth District Court of Appeal Case  
No. H049896)*

**RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN REGULAR MEETING**

At the conclusion of the December 21st, 2023 Regular Meeting:

Last Ordinance adopted: No. 176

Last Resolution adopted: No. 2023-13

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

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



# Coastside Land Trust Junior Land Stewards Program

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By Haley Peterson



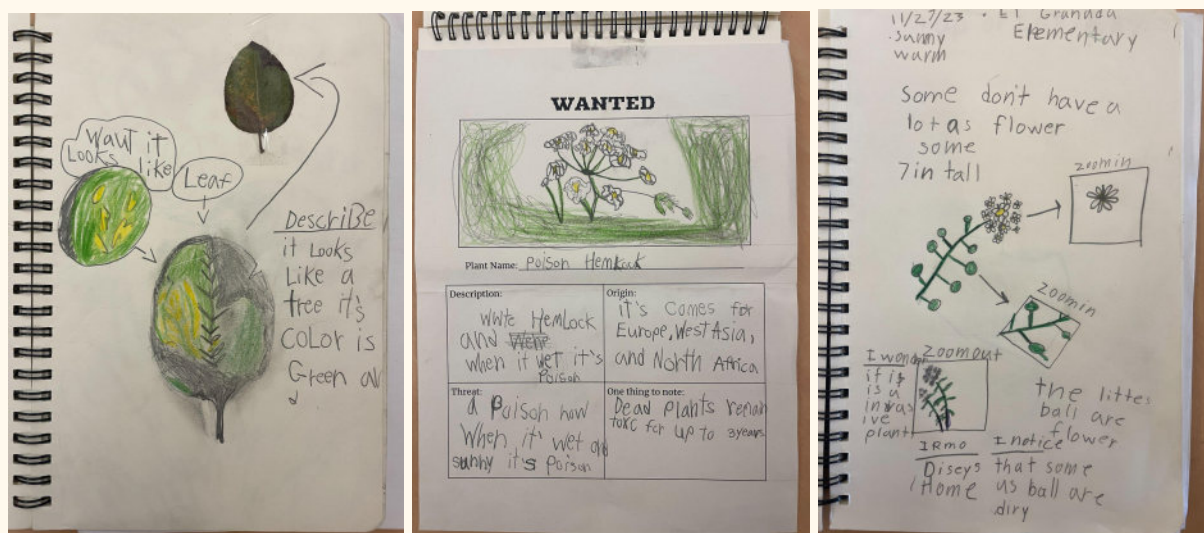
## INTRODUCTION

The 2023/24 school year brings us two classes and 50 enthusiastic fourth grade students from El Granada Elementary. These explorers have been learning how to become expert observers of nature through weekly nature journaling lessons, and so far this year, 2 walking field trips. We started out the program this year with an introduction in the classroom and a journaling icebreaker activity. Since then, students have learned to recognize native and invasive plants, how birds of prey hunt for food and how to observe things from different perspectives. They've

also learned a lot about how their community came to exist, who worked to protect their local park and how we can be respectful of our open spaces. Thanks to their wonderful El Granada teachers, Sharon Demeo and Lauren Williamson, these students get weekly lessons in nature journaling in the classroom and around the school campus.

## Weekly Journaling Lesson

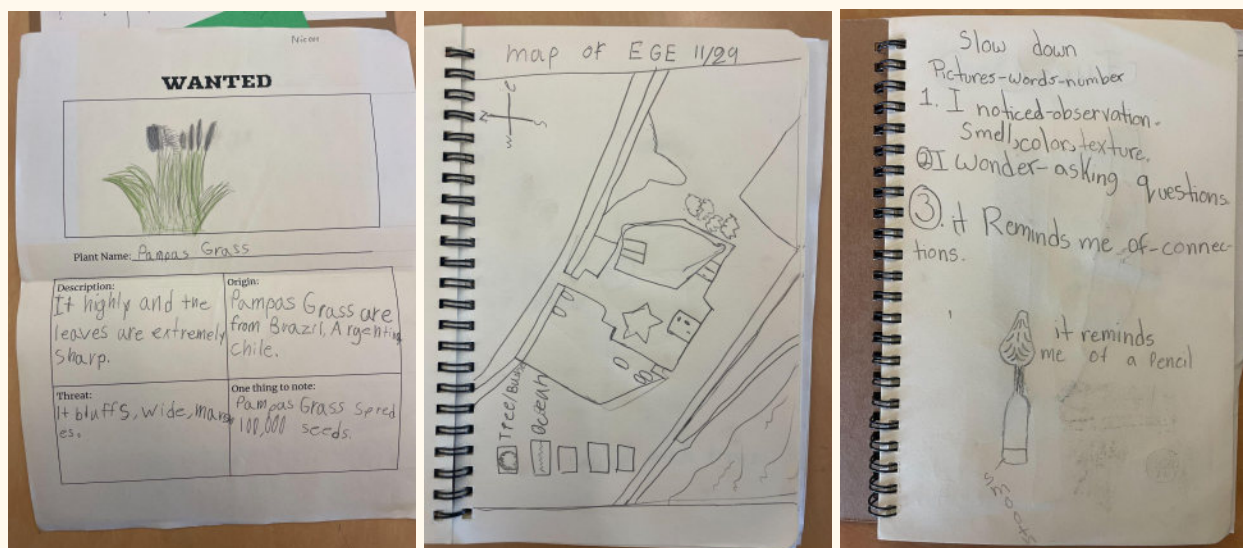
In October students learned the basics of nature journaling using the foundational prompts, I notice, I wonder, and it reminds me of. These prompts help guide students not only in looking at something but getting to know that thing they are observing and building a relationship with it. The 4th graders also became experts at identifying the most common native and invasive plants on the coastside. They created 'Plant Wanted' posters which required them to learn where specific invasive plants originally came from, how they are harmful and why they are considered a problem.



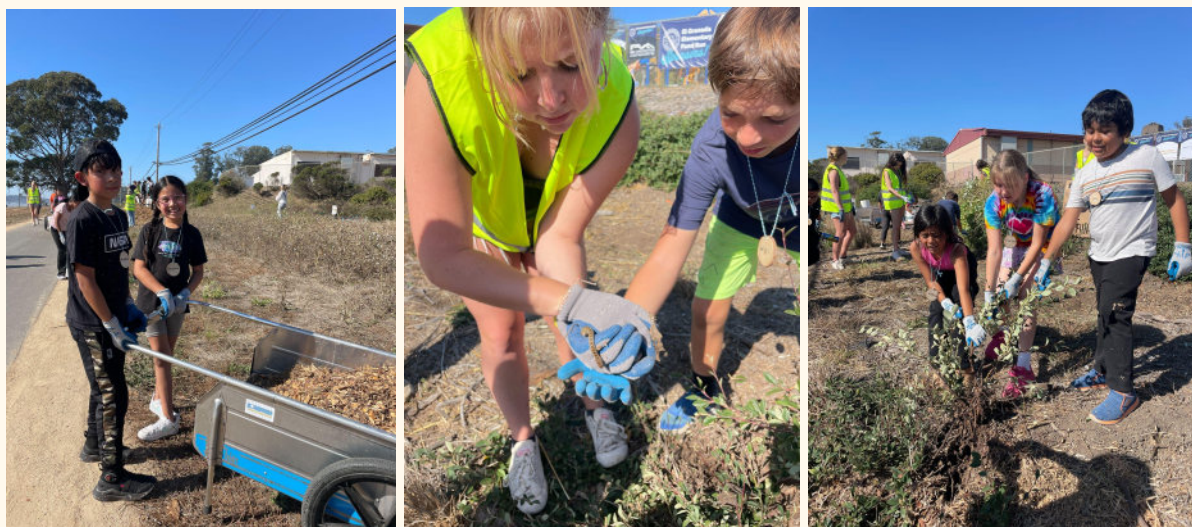
In November they observed from all different perspectives by using all of their senses to take in the world around them. One of these activities included imagining they were a bird of prey flying overhead and creating a map of what they saw in their nature journals. Students also learned how to zoom in and zoom out when observing something in nature.



In December our 4th graders focus on learning how to ask good questions. They also start thinking about the plant life cycle and draw a model in their nature journals. Students are encouraged to bring a piece of fruit or a vegetable to class in order to dissect it and look for clues to the life cycle of that plant.



## Field Trips



On our very first field trip in October our junior land stewards worked hard to prepare a garden plot area. Students removed invasive plants and then sheet mulched an area where they will come back later and plant California native pollinator plants . Once their work is complete they adventured into the field on a naturalist scavenger hunt where they were tasked with identifying more native and invasive plants, spotting a bird of prey and looking for signs of the fall season.



The second JLS field trip was devoted to learning about the history of the El Granada Community, and practicing using all of our senses to observe nature. Students got a personal

tour from Barbara Dye through El Granada and up to the Quarry floor where they learned about how the community was built, who worked to save Quarry Park from being developed and many interesting facts about the old Ocean Shore Railroad that once came through town. Once we arrived at the quarry students broke off into small groups with their high school field guides and dove into two journaling activities. My secret plant is a game in which students pick a secret nature object to observe, draw and label in great detail. Their group members then have to find the exact object that they drew by only looking at their journal entry. The second activity was sound mapping where students find a quiet space to sit and take in the sounds of nature. They document their observations in their journals in map form by using drawings, symbols, and sound words. They include direction and distance as well.



## Planting Seeds

In November CLT staff and volunteers come to the El Granada campus to help students plant California native seeds with the hope that these will one day grow into pollinator plants for the Junior Land Steward's habitat gardens. CLT provides all of the materials including pots, seeds, soil, fertilizer, labels and even a small cold frame stored on campus for the seedlings to grow in. The 4th grade students planted seeds in two pots, one which they fertilized and one they did not. They made hypotheses and predictions about what will happen as their two plants grow. They will then document this growth in their nature journals through measurements and graphs until it is time to plant. Some of the types of plants include buckwheat, seaside daisy, yarrow, bee plant, clarkia, gumweed, blue eyed grass, bush lupine, sky lupine, lizard's tail, phacelia and prunella. These plants will be planted in late January at the garden plots that the students prepped in October.





## What's to come

In the new year students will continue measuring their growing seedlings. They will also be learning about soil, the different parts of a flower, the local watershed and how the water cycle works. Two more field trips in 2024 will allow the students to plant their seedlings, nurture their gardens and learn more about their protected open spaces. The Junior Land Stewards are learning all about their local environment from the ground beneath our feet to what's happening in the sky above us and all of the life that lives throughout our ecosystems. This level of understanding will help foster a love for the place they live and a desire to take care of it.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Proposed Parks and Recreation Programming  
Date: January 18, 2024

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Staff is in contact with former PAC members as well as other organizations and agencies to create a number of recreation programs to take place in 2024. Below is a list of possible events:

- Recycle Days with Recology in January, April, July, and October. Proposing a larger event for the April collection day with an Earth Day Focus and to include community shredding and possibly Recology swag.
- **February:** Valentine's Celebration – in conjunction with HMB Library and businesses at the Shoppes at Harbor Village. Ideas include 'date night' for parents while kids enjoy library crafts or possibly a movie in the mall.
- **March:** Easter Egg Hunt at Quarry Park – staff has reached out to SMC Parks regarding this as well as a possible movie night in the Fall and a biking event at the Pump Track.
- **May:** Possible adaptive cycling event – coordinating with Patrick Tierney and BORP.
- **August/September:** Harvest Festival – larger, all ages, community event that could take place on the Granada Community Park Property.
- **October:** Movie Night at Quarry Park.
- **December:** Holiday Event – possibly in conjunction with the Harbor District Boat Lighting and Shoppes at Harbor Village.

For ongoing events, staff would like to schedule additional nature and history walks for Spring/Summer/Fall and has also reached out to the Half Moon Bay Library to investigate monthly book club meetings or other activities that could take place at the GCSD office.

Staff will work with Legal Counsel and the Harbor District to ensure that the current lease agreement will allow for some flexible use of the GCSD space.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Assessment District Administrative Costs Proposed Budget  
Date: January 18, 2024

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As recommended by Bond Counsel, Weist Law, staff has developed the proposed Assessment District Administrative Costs Annual Budget with actual expenses to date. The FY 24/25 AD budget will be presented to the Board in June of 2024 and going forward will be presented in May or June at the same time as the regular GCSD budget.

## Administration Costs Fund Proposed Annual Budget FY23/24

|                                      | <b>Proposed</b>                 | <b>FY 2023/24</b>            |
|--------------------------------------|---------------------------------|------------------------------|
|                                      | <b><u>FY 2023/24 Budget</u></b> | <b><u>Actual to Date</u></b> |
| GCSD Overhead                        | \$36,000                        | \$36,000                     |
| dta (Taussig - AD admin. Consulting) | \$3,000                         | \$0                          |
| US Bank                              | \$1,500                         | \$1,000                      |
| CLA (Accounting)                     | \$15,000                        | \$13,230 *                   |
| Weist Law (Bond Counsel)             | \$15,000                        | \$12,206                     |
| Misc. Expenses                       | \$20,000                        | \$0                          |
| <b>Total:</b>                        | <b>\$90,500</b>                 | <b>\$62,436</b>              |

\* Includes charges from FY 2022/23



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Granada Community Park Property Parking Area Use Policy  
Date: January 18, 2024

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Per Board direction, the following have been prepared as initial steps in developing a Property Use Policy for the Granada Community Park Property Parking Area:

- Property Use Information and Requirements
- Property Use Application
- Property Use Agreement

Board should decide if use of the park will require Board Approval for all events or if need for approval will be triggered by amplified music only. Additionally, staff will need direction on an alcohol policy (current language is based off of the City of Half Moon Bay as an example). The included Property Use Agreement was used for last year's Heart Drive events and would be determined by Legal Counsel for each individual applicant.



# Granada Community Park Property Parking Area Information and Requirements

## GENERAL RULES FOR PARK USE

- Primary responsibility for the general conduct of all guests rests with the renter.
- You will be asked to pay a deposit of \$100 when your application is submitted to secure your reservation date.
- Final payment (if required) shall be made no later than 2 weeks prior to event.
- Events that will include amplified music must be approved by the Granada Community Services District (GCS D) Board.
- Park hours are from sunrise to sunset and events shall end one hour before sunset.
- Renters will arrange and comply with GCS D staff for trash/recycling/compost collection and removal.
- If porta johns are needed, it is the responsibility of the renter to supply. Porta johns shall be delivered and removed as close to event as possible and shall be locked prior to and after event.
- Additional terms apply and are included in the GCS D Park Use Agreement.

## INSURANCE

Insurance is required for all rentals. Renter is required to obtain a Certificate of Insurance in the sum of \$2,000,000.00 naming Granada Community Services District as an additional insured. The Certificate of Insurance shall be provided to GCS D no later than seven (7) *calendar* days prior to the scheduled event. Additional details on insurance can be found in the GCS D Park Use Agreement.

## ALCOHOL

Only beer, wine and champagne may be served with prior authorization. **Hard liquor is not permitted.** If alcoholic beverages are to be sold, or if tickets are sold and redeemed for alcoholic beverages, an ABC (Alcoholic Beverage Control) license must be obtained at applicant's expense. Applicant must make arrangements for obtaining this license and must follow all rules set up by the Alcoholic Beverage Control Board (ABC). Alcoholic Beverage Licenses may be obtained from: State of California Department of Alcoholic Beverage Control 71 Stevenson Street, Suite 1500 San Francisco, CA 94105. GCS D **must** receive a copy of the ABC license two (2) weeks prior to the event.

All serving of alcoholic beverages must end one hour before conclusion of the event. This does not include the time used for cleanup. For any youth oriented event, no alcoholic beverages may be consumed or sold.



# Granada Community Park Property Parking Area Use Application

P.O. Box 335, El Granada, CA 94018 (650) 726-7093

## APPLICANT INFORMATION:

Name (First & Last) \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

## IF YOU ARE REPRESENTING AN ORGANIZATION:

Organization Name: \_\_\_\_\_ Non-Profit? Yes  No

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Tax ID No. \_\_\_\_\_

## FACILITY INFORMATION:

Date Requested: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

I want access to the premises FROM \_\_\_\_\_ TO \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

## EVENT INFORMATION:

Type of Event: \_\_\_\_\_ Attendees: Adults \_\_\_\_\_ Minors \_\_\_\_\_

**Serving** beer, wine/champagne?  Yes  No

**Selling** beer, wine/champagne?  Yes  No

If music, will it be amplified?  Yes  No

Will your group rent porta johns?  Yes  No

Special Requests: \_\_\_\_\_

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**Caveats and Conditions:** (1) This Application must be completed and returned to GCSD accompanied by a \$100 non-refundable, non-transferrable deposit. Your reservation is not

confirmed until GCSD **Board or Staff** approve the proposed event details, and the deposit is received by GCSD. At such time, you will be required to complete the GCSD Use Agreement and provide GCSD with a Certificate of Insurance in the amount listed in the Property Use Agreement naming Granada Community Services District as an additional insured. The balance of charges for park rental are due two (2) weeks before the event. Failure to meet any of the foregoing conditions will result in the cancellation of your reservation and forfeiture of your deposit.

\*\*\*\*\*

My signature affirms all the above information is accurate and complete. If there are any changes in the above information after this application is accepted, I will immediately notify the Granada Community Services District.

\_\_\_\_\_  
NAME  
TITLE  
ORGANIZATION (if applicable)

DATED: \_\_\_\_\_



# DRAFT SAMPLE

## USE AGREEMENT BETWEEN THE GRANADA COMMUNITY SERVICES DISTRICT AND

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**THIS AGREEMENT** (“Agreement”) is entered into by and between the Granada Community Services District (“GCSD”), and \_\_\_\_\_ (Organization or Business). GCSD and \_\_\_\_\_ are collectively referred to herein as “Parties.” The Agreement is effective the date it is fully executed by both Parties (“Effective Date”).

### RECITALS

**WHEREAS**, the Granada Community Park Property (“Property”) is owned by GCSD; and

**WHEREAS**, <Organization/Business> is a <not for profit/business> that provides \_\_\_\_\_.

**WHEREAS**, <Organization/Business> has requested permission to temporarily use a portion of the Property for \_\_\_ days for a \_\_\_\_\_ event on \_\_\_\_\_, 2024; and

**WHEREAS**, at its \_\_\_\_\_, 2024 meeting, the Board of Directors of GCSD authorized the issuance of a permit to <Organization/Business> for the above referenced purposes subject to a use agreement; and

**WHEREAS**, <Organization/Business> is willing to assume all liability and responsibility for its use of the Property.

**NOW, THEREFORE**, the Parties agree as follows:

- 1. Term of Agreement.** The term of this Agreement will commence upon the Effective Date and shall remain in effect until <Organization/Business> vacates the Property.
- 2. Scope of Agreement.** Subject to the terms and conditions of this Agreement, GCSD hereby grants to <Organization/Business> the right to use the Property on \_\_\_\_\_, 2024, to host a one-day \_\_\_\_\_ in the area (“Staging Area”) shown in Exhibit A attached hereto. The event will be held between 2:00 p.m. and 8:00 p.m. \_\_\_\_\_ shall not set up prior to \_\_\_\_\_, 2024, and shall vacate the Property on \_\_\_\_\_, 2024, after the event ends at \_\_\_\_\_ p.m. Upon vacating the Property, \_\_\_\_\_ shall remove all trash from the Property and restore the Property to the condition it was in prior to the event.
- 3. Payment.** In the event that <Organization/Business> does not vacate the Property on \_\_\_\_\_, 2024, <Organization/Business> shall pay GCSD the sum of one-thousand dollars (\$1000.00) per day for every day <Organization/Business> remains on the Property after \_\_\_\_\_, 2024. Nothing herein limits GCSD’s rights or remedies to seek injunctive or other relief for BUS/ORG’s occupation of the Property after \_\_\_\_\_, 2024.
- 4. Prohibited Uses.** <Organization/Business> shall use all Best Management Practices to prevent the leaking or deposition of petrochemicals and other materials on the ground of the

# DRAFT SAMPLE

Property. Such Best Management Practices include, but are not limited to, the use of tarps and straw wattles, and the erection of orange fencing around all vegetation and riparian areas around and near the Staging Area to prevent damage to any vegetation or riparian area. Under no circumstances shall <Organization/Business> use any area of the Property outside of the designated Staging Area. GCSD shall have the immediate right to terminate this Agreement and <Organization/Business>'s use of the Property for any violation of the conditions set forth herein.

## **5. Inspection and Restoration of Property Upon Expiration or Termination of Agreement.**

After BUS/ORGS's vacation of the Property, GCSD shall inspect the Property. If GCSD determines that any repair, restoration or other improvement is necessary due to, or in any way related to, damage caused as a result of <Organization/Business>'s use of the Property, <Organization/Business> shall repair, restore or improve the Property to restore the Property to the condition that existed prior to the Effective Date of this Agreement or shall pay GCSD to perform the repairs, restoration or improvements to the Property.

## **6. Indemnification of GCSD.**

### **a. Indemnification Against Any Challenge to Approval of the Agreement.**

<Organization/Business> agrees to protect, defend, indemnify and hold harmless GCSD and its officers, officials, board, committees, employees, agents and volunteers from and against any claim, action or proceeding to attack, set aside, void or annul any action taken by GCSD on the Agreement, or any of the proceedings, acts or determinations taken, done or made prior to said action, including, but not limited to, any writ of mandate litigation or declaratory relief or due process litigation which may arise or result from or be related in any way to this Agreement and the actions taken pursuant thereto. This provision shall also apply to any action filed pursuant to the California Environmental Quality Act ("CEQA"). To the extent that GCSD is required to use any of its own resources to respond to such a claim, action or proceeding, <Organization/Business> shall reimburse GCSD upon demand and upon presentation of an invoice describing the work done, the time spent on such work, and the hourly rate for such work by the employee or agent of GCSD, including, but not limited to, all costs, attorneys' fees and staff time incurred.

### **b. Indemnification for Use of Property.** Further, <Organization/Business> agrees to protect, defend, indemnify and hold harmless GCSD, its officers, officials, board, committees, employees, agents and volunteers from and against any and all demands, claims, damages, losses and reasonable expenses, including but not limited to liabilities, obligations, claims, costs, reasonable expenses (including without limitation interest, penalties and reasonable attorney's fees), fines, levies, assessments, demands, damages or judgments of any kind or nature, whether in law or equity (including without limitation, death or injury to any person, property damage, administrative and judicial orders and consents, or any other loss) to the extent they arise out of, pertain to, or relate to the subject matters of this Agreement, including, but not limited to, the use and staging of

# DRAFT SAMPLE

materials, equipment and vehicles on the Property. This Agreement to defend, indemnify, and hold harmless GCSD will operate irrespective of the basis of the claim, liability, loss, damage, or injury and irrespective of whether the act, omission, or activity is a condition of property or any other cause of any kind or nature and regardless of fault.

- c. The provisions of this section 5 shall survive the termination or expiration of this Agreement. Acceptance of insurance certificates and endorsements required under this Agreement does not relieve <Organization/Business> from liability under this section 5. This section 5 shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

**7. Insurance.** <Organization/Business> shall procure and keep in force during the term of this Agreement, at <Organization/Business>'s own cost and expense, the following policies of insurance with companies licensed to do business in the State of California, which are rated at least "A" or better by A.M. Best Company and which are acceptable to GCSD:

- a. Workers' Compensation Insurance as required by law with limits of \$1,000,000;
- b. Commercial General Liability Insurance, which shall be occurrence coverage, in the minimum amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, combined single limit, including coverage for (a) bodily injury, (b) personal injury, (c) broad form property damage, and (d) cross-liability;
- c. Business Automobile Liability Insurance for each of Contractor's vehicles used in the performance of this Contract, including owned, non-owned (e.g., owned by Contractor's employees), leased or hired vehicles, in the minimum amount of \$1,000,000 per occurrence for bodily injury and property damage; and
- d. Umbrella Liability Insurance in the minimum amount of \$2,000,000.

All required insurance shall be placed with California-admitted insurers and shall name GCSD as an additional insured.

**8. Default and Termination.** In the event that <Organization/Business> defaults on any obligation of <Organization/Business> under this Agreement, or <Organization/Business> defaults in the performance of any of the terms and conditions of this Agreement, GCSD may, at its option, declare this Agreement to be in default and, at any time thereafter, may terminate this Agreement and close the Property to further access by <Organization/Business>. The above remedies are in addition to any other remedies at law or equity GCSD may have. <Organization/Business> shall pay or reimburse GCSD for all

**9. Non-Discrimination.** During and in relation to the performance of this Agreement, <Organization/Business> shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex,

# DRAFT SAMPLE

gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.

- 10. Compliance with Laws.** In the performance of this Agreement, <Organization/Business> shall abide by and conform to any and all applicable laws of the United States and the State of California, and all ordinances, regulations, and policies of GCSD and other local agency with jurisdiction. <Organization/Business> warrants that all work done under this Agreement will be in compliance with all applicable safety rules, laws, statutes, and practices, including but not limited to Cal/OSHA regulations, and has received all necessary permits required by law for the event on the Property.
- 11. Accident Reports.** <Organization/Business> shall immediately report (as soon as feasible, but not more than twelve (12) hours after receiving notice) to GCSD any accident or other occurrence causing injury to persons or property during BUS/ORG's use of the Property that BUS/ORG, its officials, agents, employees or contractors knows has occurred. If required by GCSD, the report shall be made in writing and shall include, at a minimum, if known: (a) the names, addresses, and telephone numbers of the persons involved, (b) the names, addresses and telephone numbers of any known witnesses, and (c) the date, time and description of the accident or other occurrence.
- 12. Entire Agreement, Modifications, Waiver.** This Agreement constitutes the entire agreement between GCSD and <Organization/Business> pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by both Parties. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
- 13. Successors and Assigns.** This Agreement, and all terms, covenants, and conditions hereof, will apply to and bind the successors. This Agreement shall not be assigned by the Parties.
- 14. Severability.** Should any part of this Agreement be declared by a final decision by a court to be unconstitutional, invalid, or beyond the authority of either of the Parties to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the Parties.
- 15. Governing Law and Venue.** This Agreement shall be construed and interpreted in accordance with the laws of the State of California. If any party herein initiates an action to enforce the terms hereof or declare rights hereunder, the Parties agree that venue thereof shall be the County of San Mateo, State of California.

# DRAFT SAMPLE

- 16. Advice of Counsel.** Both Parties have had a full and complete opportunity to have the Agreement reviewed by legal counsel, and no presumption or rule that ambiguity shall be construed against the drafting party shall apply to the interpretation or enforcement of this Agreement.
- 17. Captions.** Captions are provided herein for convenience only and they form no part of this Agreement and are not to serve as a basis for interpretation or construction of this Agreement, or as evidence of the intention of the Parties hereto.
- 18. Notices.** If either party shall desire or be required to give notice to the other, such notice shall be given in writing, and shall be: (1) personally delivered; (2) deposited in the United States mail, certified or registered, postage pre-paid, return receipt requested; or (3) sent electronically via email with a copy also deposited in the United States mail, First Class postage. Notice shall be addressed to the recipient as follows:

To GCSD: Hope Atmore, Assistant General Manager  
Granada Community Services District  
Post Office Box 335  
El Granada, CA 94018  
hatmore@granada.ca.gov

To NAME, TITLE  
<Organization/Business>  
ADDRESS LINE 1  
ADDRESS LINE 2  
EMAIL

Either party may change its address by giving notice to the other in the manner provided herein.

- 19. Authorization.** The signatories to this Agreement hereby represent and warrant that they are authorized to execute this Agreement.
- 20. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and which together shall constitute one and the same Agreement.

# DRAFT SAMPLE

IN WITNESS WHEREOF, the PARTIES have entered into this AGREEMENT as of the date it is fully executed.

GRANADA COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Hope Atmore  
Assistant General Manager

Date \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
William P. Parkin  
GCSD Legal Counsel

Date \_\_\_\_\_

<Organization/Business>

\_\_\_\_\_  
NAME  
TITLE

Date \_\_\_\_\_

January 10, 2024

## **Memorandum**

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

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### **6-Year CIP, Project 3**

CIP, Project 3 is the next and final project of the 6-Year CIP approved by the Board in 2019. Because of recent higher than expected inflation, the budget for Project 3 is being reviewed by staff.

### **Big Wave**

Construction of the Airport Street mainline sewer is complete, we have received the revised as-built plans and a one-year warranty on construction. This completes the project. Accordingly, we have prepared a letter to the Board recommending approval of the mainline extension for dedication to the GCSD collection system.

### **Harbor Village RV Park**

Construction of the RV Park at 100 Capistrano Road is still underway. The project includes a new manhole on the District sewer at the intersection of Capistrano Road and Pillar Point Harbor Boulevard. We will inspect the new manhole again now that the lateral from the RV Park has been connected to the manhole.

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

### **Pillar Point Harbor RV Park Public Restroom Project**

Construction of a new manhole, connecting the lateral from the RV Park to the GCSD sewer, has been constructed. I plan to review the installation of the new manhole and its recently completed lateral connection from the RV park with Tony Young of SAM during my next visit to the District.

## **Memorandum**

Granada Community Services District  
January 10, 2024

### **Pillar Point Harbor Sewage Meter**

. We are reviewing the information provided by the contractor regarding construction of the metering station.

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

I'm not aware of any activity since my November report re SRT proceeding with the conceptual design and an evaluation of Design/Build procurement options for replacement of the Montara FM.

### **Update of GCSD Standard Specifications and Details**

Drafts of the updated standard specifications and construction details were sent to GCSD staff for review. After receiving comments and making any needed revisions, the updated standard specifications and construction details will be presented to the GCSD Board for consideration and adoption.

### **EI Granada Elementary School Project**

We are coordinating with representatives of the Cabrillo Unified School District for the purpose of avoiding any potential cross connections, between potable water and sewage pipelines on its EI Granada School New Classroom Building C and Sitework Project, currently under design.

### **Naples Beach, Phase 2 Easement**

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



## **Memorandum**

Granada Community Services District  
January 10, 2024

### **Solloway Class 3 Mainline Extension**

The Solloway Class 3 mainline extension is a 16' long extension of a 6" sewer in a backyard easement. The extension was constructed in accordance with GCSD standard details and specifications. Accordingly, we have prepared a letter to the Board recommending approval of the mainline extension for dedication to the GCSD collection system.



## **SEWER AUTHORITY MID-COASTSIDE**

### **Board of Directors Meeting Agenda**

#### ***Regular Board Meeting 7:00 PM, Monday, January 8, 2024***

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

This meeting will be held in-person and via zoom for public participation. Director Clark will be attending via Zoom from 16549 Habitat Trail, Sonora CA 95370.

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

<https://us02web.zoom.us/j/84427236372?pwd=ZXY4dWxhSEtVL2FFOEpbUIZTbUtlQT09>

Meeting ID: 844 2723 6372

Passcode: 636608

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](mailto:kishen@samcleanswater.org).

### **1. CALL TO ORDER**

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

B. Special Order of the Day- Election of SAM Board Officers

**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](mailto:kishen@samcleanswater.org). All comments to submitted prior to 7 pm on January 8, 2024, 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 December 11, 2023, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for January 8, 2024 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending November 30, 2023 (**Attachment**)

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

- A. Establish Board Operations Committee and Finance Committee as Standing Committees, Set Time and Place for the Meetings, and Appoint Directors

**5. GENERAL MANAGER'S REPORT**

- A. Monthly Managers' Report – November 2023

**6. ATTORNEY'S REPORT**

**7. DIRECTORS' REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION** (**Attachment**)

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

**A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

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

**B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION**

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

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: January 22, 2024, and February 12, 2024

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

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**INFORMATION FOR THE PUBLIC**

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

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

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



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** **Establish Board Operations Committee and Finance Committee as Standing Committees, Set Time and Place for the Meetings, and Appoint Directors**

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#### **Executive Summary**

The purpose of this report is for the Board of Directors to discuss establishing standing committees instead of ad hoc committees.

#### **Fiscal Impact**

Assuming that the committee meetings will not be videoed and that there are three directors assigned to each committee, the cost of each meeting will be \$570. That is the same cost as current ad hoc committee meetings.

#### **Strategic Plan Compliance**

The recommendation complies with the SAM Strategic Plan Goal 4: *“A well organized, motivated and well-trained staff with an effective Board of directors are the most important keys to success for SAM.”*

#### **Background and Discussion/Report**

In 2016, the Board identified the need for new ad hoc committees (Board Operations, Finance, Public Outreach) to discuss and resolve specific issues. These committees met as appropriate for the assigned purposes and did not have regularly scheduled meeting days or times.

Since that time, staff has found the input received from the committees to be beneficial and believes that there is a need for regular, ongoing work with the Board Operations

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

and Finance committees. If the Board decides to set regular times, places, and ongoing subject matter for the committees, the committees become standing committees and must comply with the Brown Act. The following table reflects staff's recommendation for standing committees, ongoing committee subject matter, time, and place of meetings.

| <b>Committee Name</b> | <b>Subject Matter</b>  | <b>Currently Ad Hoc Committee Directors</b> | <b>Meeting Times</b>  | <b>Meeting Place</b>                             |
|-----------------------|--|---|---|--|
| Board Operations      | Assist with Board/General Manager relationship, planning, policy development, General Manger's evaluation, Board self-evaluation | Penrose, Clark, Slater-Carter               | 1 <sup>st</sup> Tuesday every month @9am<br>Suggest change to 2 <sup>nd</sup> Wednesday @11am | SAM Office<br>1000 Cabrillo Hwy<br>Half Moon Bay |
| Finance               | Strategic Plan, budgets, audits, fees  | Ruddock, Slater Carter, Dye                 | 3 <sup>rd</sup> Thursday every month @10 am   | SAM Office<br>1000 Cabrillo Hwy<br>Half Moon Bay |

At the first regular Board meeting of each calendar year, the Board appoints officers. After the officers are appointed, the Chair will recommend directors for each committee.

**Staff Recommendation**

Staff recommends that the Board of Directors establish the Board Operations and Finance standing committees, set the time and place of the committee meetings, and appoint directors to each committee.

**Supporting Documents**

None

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|                           |            |            |                  |
|---------------------------|------------|------------|------------------|
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|                           | J. Grant   | H. Rarback |                  |



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** January 8, 2024  
**SUBJECT:** **Monthly Manager’s Report – January 8, 2024**

**Executive Summary**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Strategic Plan Compliance**

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

**Background and Discussion/Report**

The following data is presented for the month of *November 2024*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

|               |              |             |
|---------------|--------------|-------------|
| Half Moon Bay | 0.787        | 64.03%      |
| Granada CSD   | 0.205        | 16.63%      |
| Montara W&SD  | 0.238        | 19.34%      |
| <b>Total</b>  | <b>1.230</b> | <b>100%</b> |

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|                           | H. Rarback |            |                  |

**Administration**

There was one Regular Board Meeting in the month of November 2023, and no public records request. There were two articles in the Half Moon Bay Review mentioning SAM, Sewer Authority offers education funding for employees (November 15, 2023), and Sewer Authority offers tours of treatment plant, (November 22, 2023). There were two mentions of SAM in Coastside Buzz, Sewer Authority Unanimously Approves \$3.50/hour Emergency Incentive Pay to Call Workforce Back During Storms, (November 16, 2023) Sewer Authority Mid-Coastside Invests in Employee Educational Reimbursement. Education is the Passport to the Future, (November 30, 2023) There was one new hire in the month of November, Lorri Rovai, Administrative Assistant. There was one Anniversary the month of November Tony Young Lead Collection Worker.

**Operations & Maintenance**

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

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

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

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

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

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

In the first part of the month we had 163 high school student come through to tour the facility along with some teacher chaperones.

Pacific eco risk performed our annual Acute and Chronic bio assay tests November 6 - 9th. On the Acute test there was a 70.0% survival rate in the pH 7 adjusted samples which corresponds to a 0.87 TUa.

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|                    | H. Rarback |            |                  |



On the chronic toxicity test the normal embryo development NOEC was 5.2 % effluent, resulting in 19.2 TUc.

All test conditions (pH, D.O., temperature) were within acceptable limits. All test analyses were performed according to laboratory Standard Operating Procedures.

The biological responses for the test organisms at the Control treatments were within acceptable limits.

We had two incidents of high So2 alarms but there was no chlorine present in the effluent, after a calibration of the bias on the deox 2000 it was found to be slightly off calibration. The operators re-calibrated the instrument and we have had no problems since.

Pacific materials handling was in to replace a hydraulic hose of the fork lift to keep it fully functional. For reference the fork lift is used daily to move poly tote bins and heavy objects around the facility.

During the month of November 2023 rainfall was below historic normal for Half Moon Bay. The 10-year average for the area is 1.886 inches of rain in November, (3.31 inches used to be considered normal, this year we received 1.78 inches, below the 10 year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 1.78 inches, (from the NOAA gauge at the plant). Our roof top had 2.15 at the plant, 2.26 inches in the GCSD service are, and 2.01 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 November 2023.**

11/1/2023 – Daily ops rounds and duties. Start addition of polymer to aeration basins. Clean final effluent building. High school plant tours all day, 83 students came through today.

11/2/2023 – Daily ops rounds. Add polymer to aeration basins. Spray chlorine to AB3. High School tours all day, 80 students came through today. Wash down channel leading to aeration basins because of high amounts of foam. CALCON here working on influent control panel.

11/3/2023 – Daily ops rounds. Add polymer to both aeration basins. Run RDT on manual mode, would keep failing on auto. Set up Bio Assay for following week. Switch to large influent pumps for testing but found programming wasn't correct, called CALCON to discuss issue.

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- 11/4/2023 – Saturday - Daily ops rounds. Add caustic soda to MLSS influent. Spray cl2 to AB3 surface. Add polymer to both AB's. Influent pumps not steady, pumps running min speed to max speed and on and off, switch over to small pumps. Forklift hydraulic line broke which caused forklift to not function.
- 11/5/2023 – Sunday- Daily ops rounds and duties. Add polymer to both AB's. Pedro's cleaning service here. Dilute and mix a couple polymer totes. Start Bio Assay sampling.
- 11/6/2023 – Daily ops rounds and duties. Collect Bio Assay sample and store. Forklift being repaired and looked at by Pacific Forklift Comp. Ferric delivery to plant. Collect 1<sup>st</sup> Bioassay sample. Work on the December all staff schedule.
- 11/7/2023 – Daily ops rounds and duties. Add polymer To AB3. Start addition of polymer to MLSS effluent because of high blankets in the secondary. Pacific Forklift here to finish repair on forklift. Found effluent building UPS for cl2 and so2 screen/display dead, unplug and plug again and UPS started functioning again. Increased the DO set point for both aeration basins.
- 11/8/2023 – Daily ops rounds and duties. Add polymer to AB3. Move trash pump near contact basins. Add polymer to MLSS effluent. SRT consultants here with Gabe.
- 11/9/2023 – Daily ops rounds and duties. Adding poly to AB3. Effluent analyzer filters cleaned and changed, wash down secondaries. Set up trash pump for contact basin cleaning.
- 11/10/2023 – SAM Holiday - Daily ops rounds and duties. Add polymer to MLSS effluent. Replace new ALUM tote and increase dosage. Noticed chlorine check in the effluent building analyzer not steady, replaced SO2 sample pump. Fill up a couple polymer totes during the day. Pedro's cleaning service here.
- 11/11/2023 – Saturday - Daily ops rounds and duties. Add polymer to MLSS effluent. Noticed SO2 residual not steady, going very low and pump speeding up and down. Otherwise no anomalies.
- 11/12/2023 – Sunday - Daily ops rounds. Add polymer to MLSS effluent. Add caustic soda to MLSS influent. Received high SO2 alarm, perform residual test and found to be normal, ran SO2 on manual for a little while.

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|                           | H. Rarback |            |                  |

- 11/13/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. High SO2 alarm, residual check all ok, check SO2 pump all ok. Collect and relinquish ALPLHA LAB samples. Univar here to pick up caustic soda empty totes. Found pump #1 at PORTOLA pump station leaking, did alert mechanics.
- 11/14/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Safety tailgate meeting early in the morning. Set up totes in front of RDT tent to protect doors from wind gusts. Replace SO2 pump hose and foot valve to possibly increase flow. Perform bias check on DEOX analyzer (SO2) and adjust setting. All staff meeting at the end of the day. Superintendent took Stanford students out for field observations for a project they are working on.
- 11/15/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Switch influent pumps, small pumps on lead. Spoke to CALCON regarding influent pump programming. Clean all DO probes in the aeration basins. Perform monthly eyewash station check, weekly inventory and inspect diesel tank. Clean and bleached all samplers. Found transducer at the MONTARA pump station not working properly, mechanics will look into it. Cleaned contact basin #1.
- 11/16/2023 – Daily ops rounds. Add polymer to MLSS effluent. Add polymer to AB3. Clean contact basin #2. Perform BIAS check on SO2 analyzer. Fill up a couple polymer totes during the day.
- 11/17/2023 – Daily ops rounds and duties. Add polymer and Alum to MLSS effluent. Add polymer to both aeration basins. Reduce DO set points to both aeration basins to help reduce nitrates as well measure DO with portable meter to confirm correct DO.
- 11/18/2023 – Saturday- Daily ops rounds and duties. Open House for the public at SAM. Add polymer and Alum to MLSS effluent. Mild rain during the night and morning pumped down all chemical sumps. Mixed a couple polymer totes during the day.
- 11/19/2023 – Sunday. Daily ops rounds. Add polymer and Alum to MLSS effluent. Received PRINCETON pump station alarm, found VFD 1 fail, reset all ok.
- 11/20/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Precision IT working on computers. Pick up ALPHA samples. Ran out of PAX ALUM, order has been placed. Primary sludge pump #2 fail, cleaned pump and put in service again.

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- 11/21/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent and add polymer to AB3. Sodium Hypo delivery to plant. Alum delivery two totes. Fill up a couple mixed polymer totes.
- 11/22/2023 – Daily ops rounds and rounds. Add polymer to MLSS effluent. Add polymer to AB3. Sodium Bisulfite delivery. PG&E here at the plant looking into power pole. Install new TV monitor in ops room.
- 11/23/2023 – Thanksgiving Holiday - Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Increased CL2 to RAS to 60lbs/day. Primary sludge pump 2 failed/switched to primary sludge pump 1. Mix and fill a couple polymer totes.
- 11/24/2023 – SAM Holiday - Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Spray CL2 to foam on AB3 surface. Wash down primary clarifier weirs.
- 11/25/2023 – Saturday- Daily ops rounds and duties. Add polymer to Both AB's influent. Add polymer to MLSS effluent. Spray CL2 on AB3 surface due to high foam. Decreased CL2 to RAS to 55lbs/day.
- 11/26/2023 – Sunday- Daily ops rounds. Add polymer to both aeration basins. Spray CL2 to AB3 surface. Daily duties, no anomalies.
- 11/27/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Mechanics looking into primary sludge pump #2. Fill up a couple polymer totes. Chlorine contact basin blankets trending up.
- 11/28/2023 – Daily ops rounds and duties. Add polymer to AB3 influent. Add polymer to MLSS effluent. Perform weekly inventory and order a few chemicals. Reduce CL2 to RAS to 48lbs/day. Collect effluent quarterly samples. Cleaned Aeration basins #3 and #4 DO probes.
- 11/29/2023 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Run and test each influent pump. Collect 2<sup>nd</sup> day ALPHA LAB samples.
- 11/30/2023 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Clean chlorine contact basin #2. Valve operator training for staff. Meeting with SRT to discuss CIP projects for the near future. JJ from GSE construction was in to look at some of the CIP projects.

**Other activities are listed below:**

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|--------------------|------------|------------|------------------|
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There were 6 deliveries (approximately 3,050 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 305.00. There were no leachate deliveries to the SAM IPS line in the month of November 2023, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 31,201 feet of sewer line and responded to ten service calls in contract service areas. Nine calls were sewer line related and one was a maintenance service calls. Eight of the callouts were during regular business hours or started during regular business hours. Two were after hour calls. Three calls were in HMB, six calls were in the MWSD service area, and one call was in the GCSD service area during the month of November 2023.

HMB – The service calls in HMB were as follows; 11/8 - Received a new sensor for the central and railroad smart cover. Installed and reestablished communication with smart cover server. 11/13 - Delayed communication from smart cover by the Bell building. Found that the antenna was sheared off, replaced with new one and re-ordered one for stock.

The maintenance call in HMB was as follows; 11/22 - Bell moon station alarm due to power failure, station was operating upon arrival. Cleared alarms, tested pumps, checked station for normal operation.

GCSD – The service call in the GCSD area was as follows; 11/20 - Call for lateral overflow, crew ran main line finding no blockage. Crew assisted homeowner with service line from property line cleanout to restore flow. Advised homeowner to call a plumber to further investigate issue.

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

MWSD – The sewer line related call in the MWSD area were as follows; 11/6 - Plumber called for standing water in the man hole, crew flushed main finding no obstructions. Likely a belly in the line to cause the standing water. 11/10 - House on grinder had a blockage between house and grinder pump. Owner was able to clear with garden hose, advised home owner to contact a plumber to repair service line. 11/17 - Lateral back up, Last house on the line, not enough water to keep things flowing well. Flushed main and that

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|                    | H. Rarback |            |                  |

pulled things down. Advised homeowner to put a hose their cleanout to help push things along. 11/20 - Call for slow toilets, crew ran main line finding no obstructions. Advised homeowner to contact a plumber to resolve issue. 11/20 - Grinder pump issue in the seal cove area, power issue from the house. Crew vactored out the grinder pump vault to keep it from overflowing. 11/27 - New construction house, grinder not getting flow through main line. Had to have contractor come out and dig up section of line, there was buried sewer shut off valve. District opted to remove the valve and replace with a pipe section because it served no purpose.

There were no maintenance calls in the MWSD service area in the month of November 2023.

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

**Staff Recommendation**

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

**Supporting Documents**

Attachment A: Monthly Flow Report November 2023

Attachment B: Monthly NPDES Report November 2023

Attachment C: Collection System Data November 2023

Attachment D: Contract Collection Service Report November 2023

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

# Attachment A

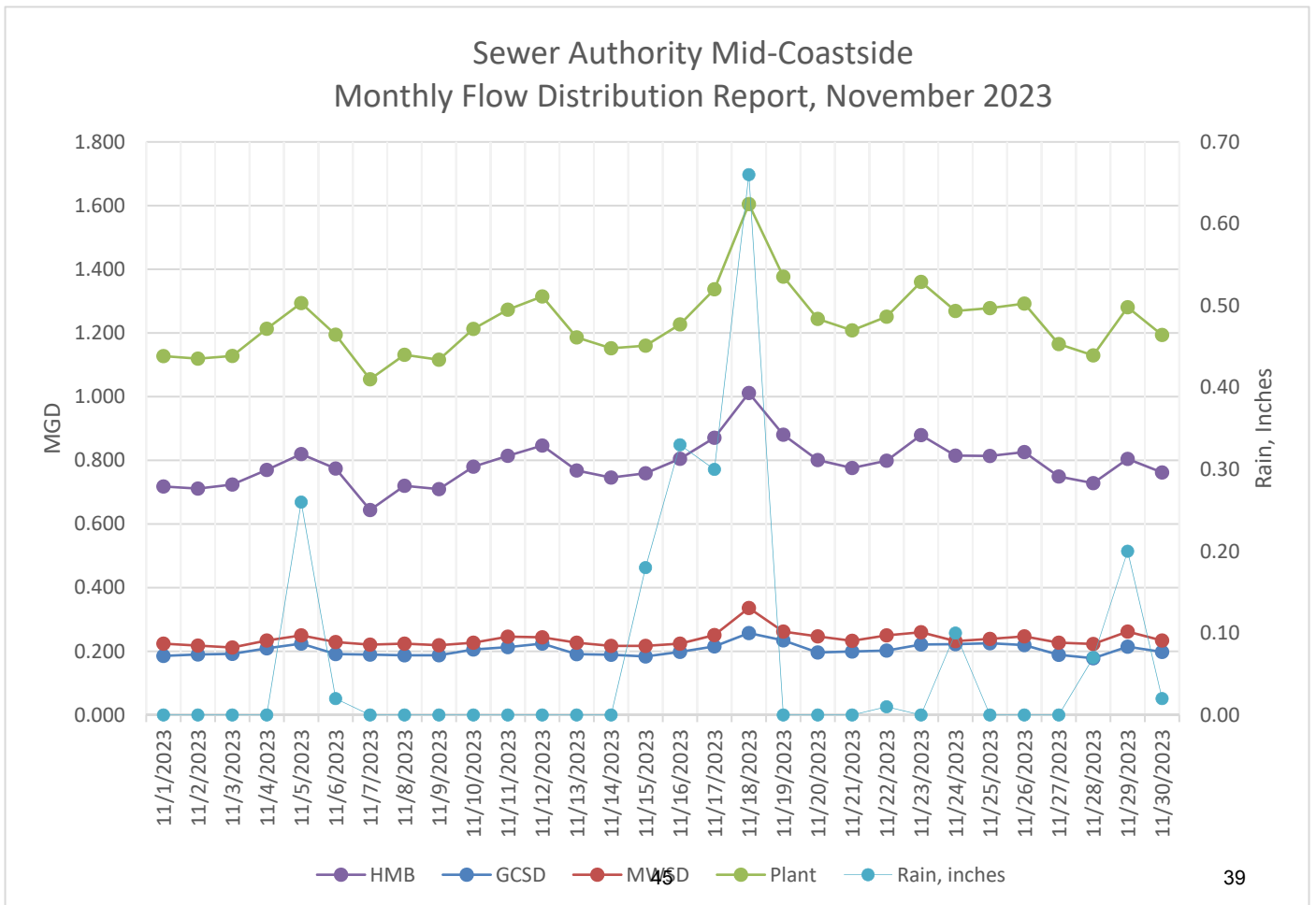
## Flow Distribution Report Summary for November 2023

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

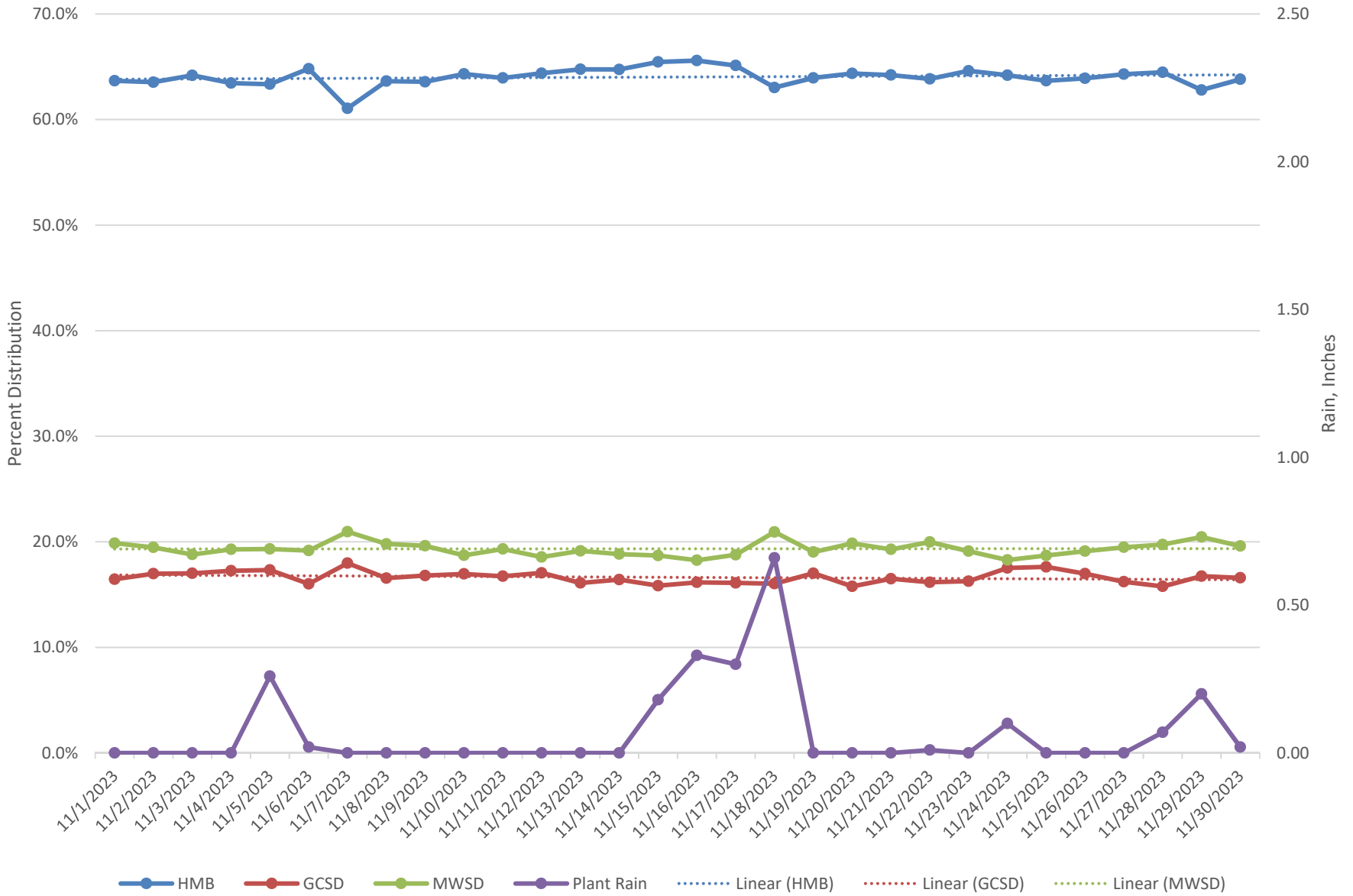
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

|                                     | <u>MGD</u>   | <u>%</u>      |
|-------------------------------------|--------------|---------------|
| The City of Half Moon Bay           | 0.787        | 64.03%        |
| Granada Community Services District | 0.205        | 16.63%        |
| Montara Water and Sanitary District | <u>0.238</u> | <u>19.34%</u> |
| Total                               | 1.230        | 100.0%        |

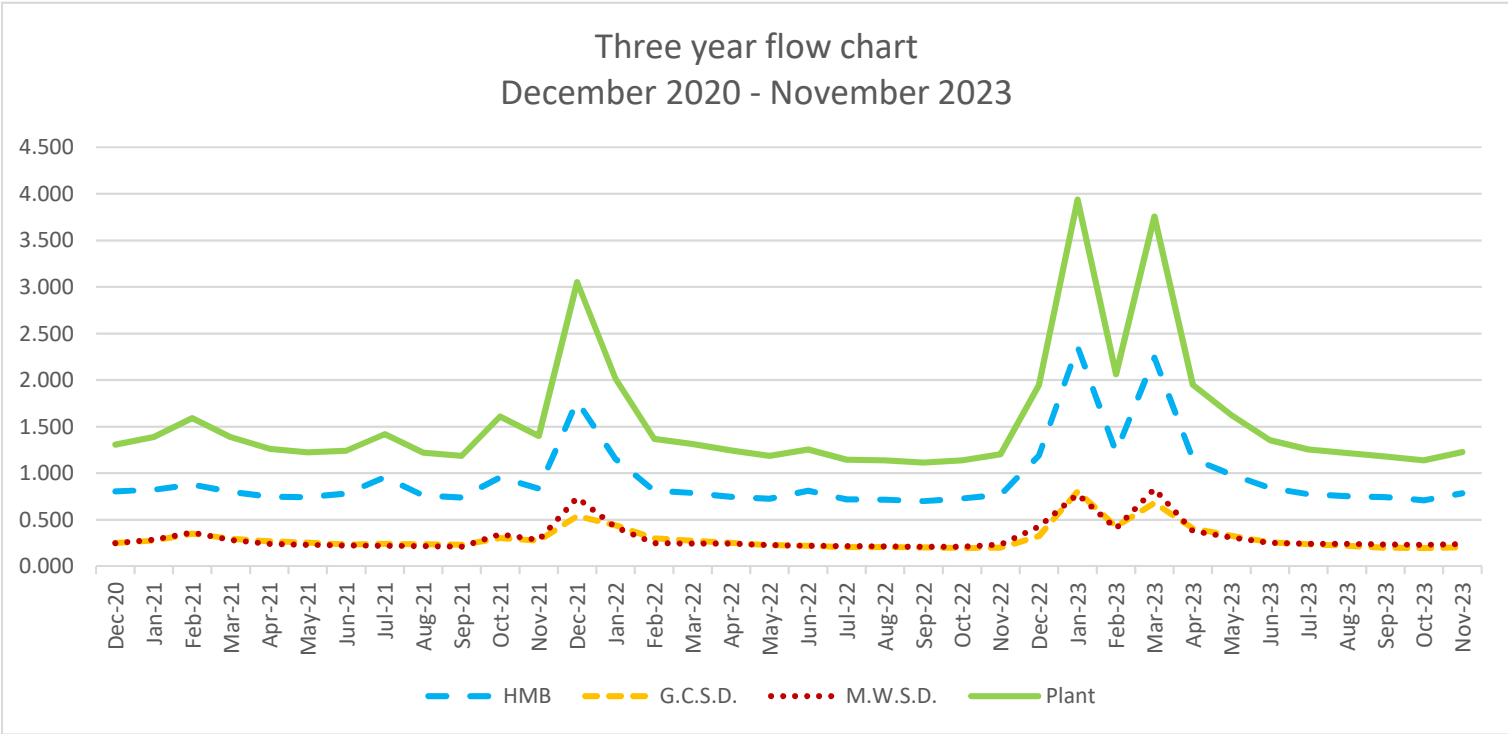
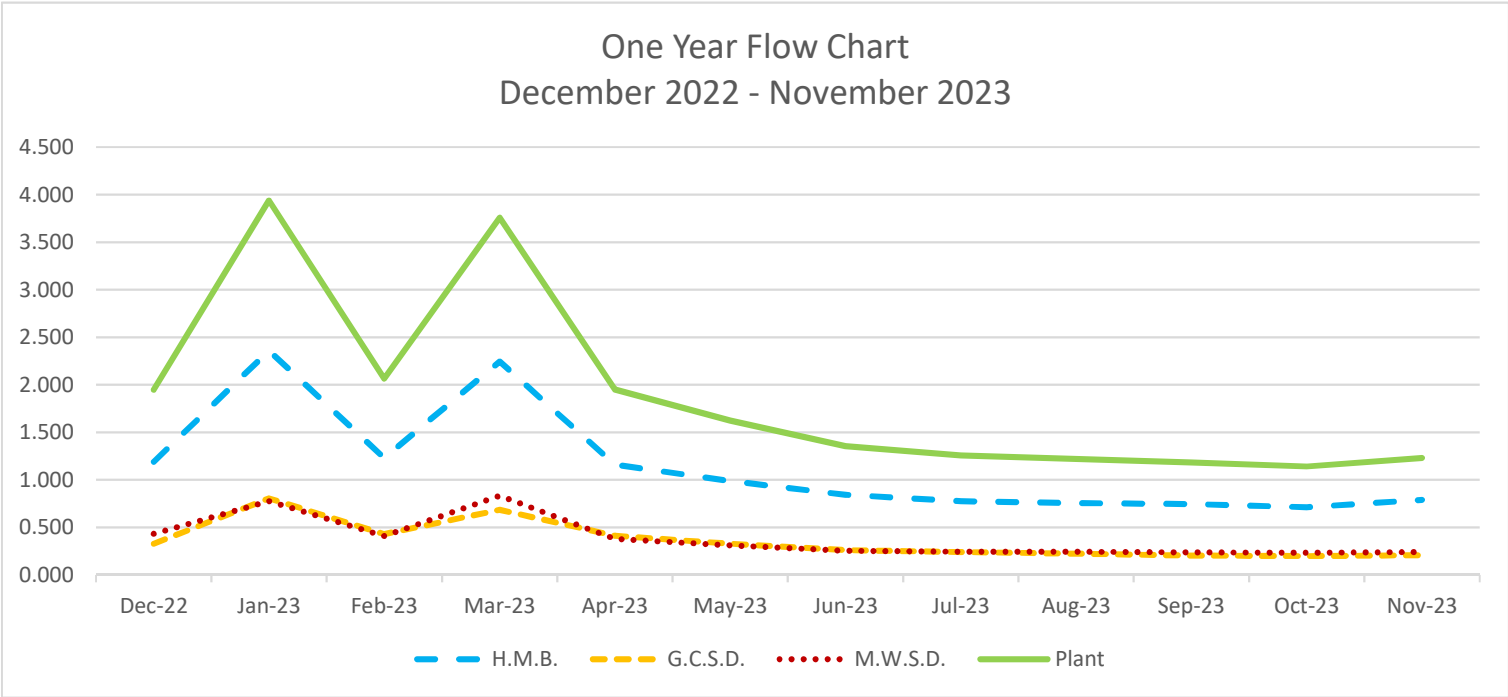


### Percent Distribution November 2023

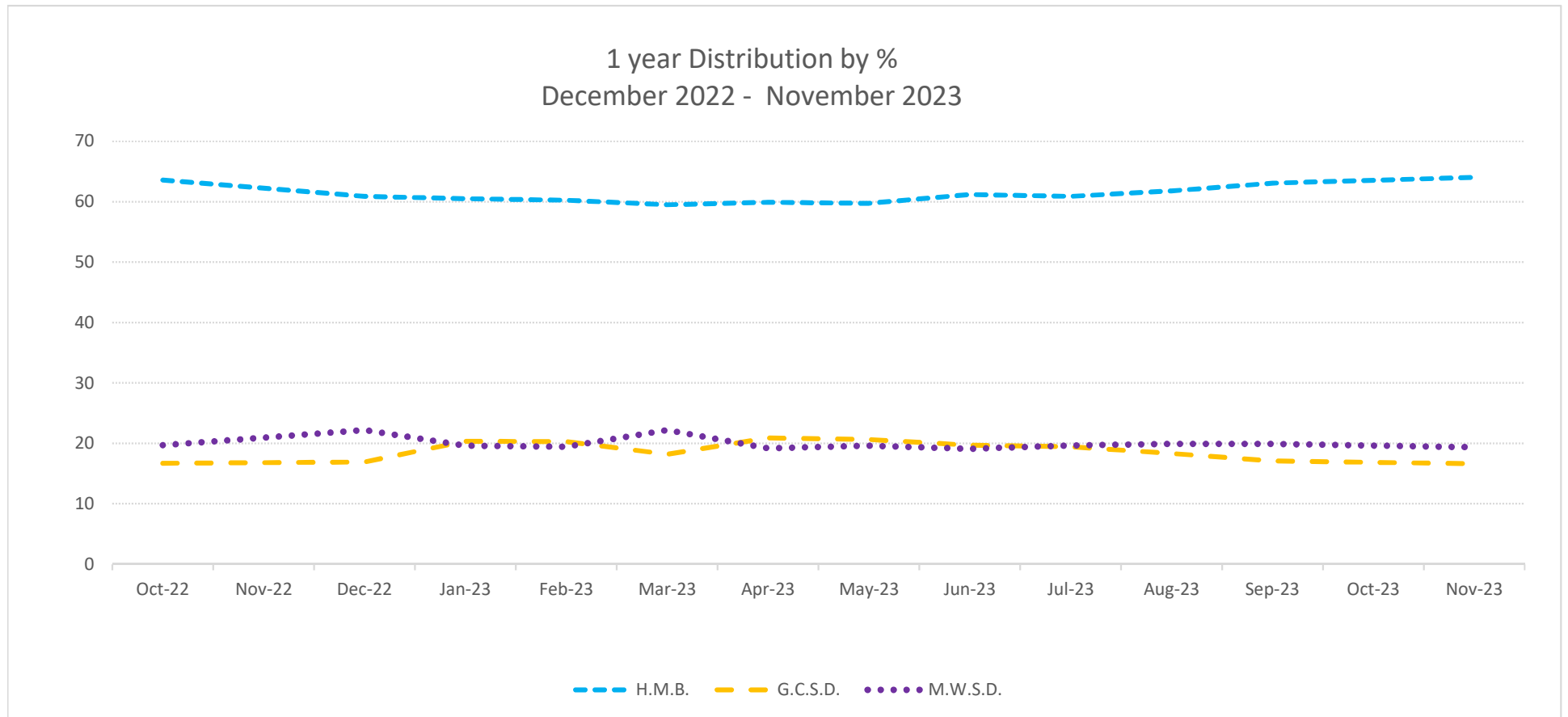




Most recent flow calibration March 2021 PS, March 2023 Plant inf



# Flow based percent distribution based for past year



**SAM                      E-001                      November 2023**

| Date            | Inf TSS<br>mg/l | Eff TSS<br>mg/l | Eff TSS<br>Weekly<br>Avg | TSS %<br>Removal | Inf BOD<br>mg/l | I° Eff<br>BOD<br>mg/l | Eff BOD<br>mg/l | Eff BOD<br>Weekly<br>Avg mg/l |
|-----------------|-----------------|-----------------|--------------------------|------------------|-----------------|-----------------------|-----------------|-------------------------------|
| 11/1/2023       | 400             | 16.00           |                          | 96.0%            | 270             | 200                   | 6.9             |                               |
| 11/2/2023       |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/3/2023       |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/4/2023       |                 |                 | 19.00                    |                  |                 |                       |                 | 6.50                          |
| 11/5/2023       |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/6/2023       |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/7/2023       |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/8/2023       | 360             | 12.00           |                          | 96.7%            | 350             | 220                   | 8.1             |                               |
| 11/9/2023       | 390             | 14.00           |                          | 96.4%            | 240             | 210                   | 6.4             |                               |
| 11/10/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/11/2023      |                 |                 | 13.00                    |                  |                 |                       |                 | 7.25                          |
| 11/12/2023      | 350             | 26.00           |                          | 92.6%            | 300             | 250                   | 8.5             |                               |
| 11/13/2023      | 310             | 18.00           |                          | 94.2%            | 680             | 250                   | 8.5             |                               |
| 11/14/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/15/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/16/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/17/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/18/2023      |                 |                 | 22.00                    |                  |                 |                       |                 | 8.50                          |
| 11/19/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/20/2023      | 290             | 15.00           |                          | 94.8%            | 300             | 250                   | 12.0            |                               |
| 11/21/2023      | 300             | 20.00           |                          | 93.3%            | 290             | 230                   | 18.0            |                               |
| 11/22/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/23/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/24/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/25/2023      |                 |                 | 17.50                    |                  |                 |                       |                 | 15.00                         |
| 11/26/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/27/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
| 11/28/2023      | 300             | 17.00           |                          | 94.3%            | 290             | 210                   | 11.0            |                               |
| 11/29/2023      | 320             | 17.00           |                          | 94.7%            | 240             | 190                   | 9.0             |                               |
| 11/30/2023      |                 |                 |                          |                  |                 |                       |                 |                               |
|                 |                 |                 | 17.00                    |                  |                 |                       |                 | 10.00                         |
|                 |                 |                 |                          |                  |                 |                       |                 |                               |
| Count           | 9               | 9               | 4                        | 9                | 9               | 9                     | 9               | 4                             |
| Minimum         | 290             | 12.00           | 13.00                    | 92.6%            | 240             | 190                   | 6.4             | 6.5                           |
| Average         | 336             | 17.22           | 17.88                    | 94.8%            | 329             | 223                   | 9.8             | 9.3                           |
| Maximum         | 400             | 26.00           | 22.00                    | 96.7%            | 680             | 250                   | 18.0            | 15.0                          |
| Percent Removal |                 |                 |                          | 85               |                 |                       |                 |                               |
| 5 Sample Median |                 |                 |                          |                  |                 |                       |                 |                               |
| High            |                 |                 |                          |                  |                 |                       |                 |                               |
| Low             |                 |                 |                          |                  |                 |                       |                 |                               |
| Daily Max       |                 |                 |                          |                  |                 |                       |                 |                               |
| Weekly Max      |                 |                 | 45                       |                  |                 |                       |                 | 45                            |
| Monthly Average |                 | 30              |                          |                  |                 |                       | 30              |                               |

**SAM E-001 November 2023**

| <b>Date</b>     | <b>BOD % Removal</b> | <b>Eff Settleeable Matter mg/l</b> | <b>Eff Settleeable Matter Weekly Avg mg/l</b> | <b>Eff Turbidity NTU</b> | <b>Eff Turbidity Weekly Avg NTU</b> | <b>Chlorine Residual Day Max</b> |
|-----------------|----------------------|------------------------------------|---|--------------------------|-------------------------------------|----------------------------------|
| 11/1/2023       | 97.4%                | ND                                 |   | 5.00                     |                                     | 0.00                             |
| 11/2/2023       |                      |                                    |   |                          |                                     | 0.00                             |
| 11/3/2023       |                      |                                    |   |                          |                                     | 0.00                             |
| 11/4/2023       |                      |                                    | ND  |                          | 5.05                                | 0.00                             |
| 11/5/2023       |                      |                                    |   |                          |                                     | 0.00                             |
| 11/6/2023       |                      |                                    |   |                          |                                     | 0.00                             |
| 11/7/2023       |                      |                                    |   |                          |                                     | 0.00                             |
| 11/8/2023       | 97.7%                | ND                                 |   | 4.10                     |                                     | 0.00                             |
| 11/9/2023       | 97.3%                | ND                                 |   | 2.50                     |                                     | 0.00                             |
| 11/10/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/11/2023      |                      |                                    | ND  |                          | 3.30                                | 0.00                             |
| 11/12/2023      | 97.2%                | ND                                 |   | 1.90                     |                                     | 0.00                             |
| 11/13/2023      | 98.8%                | 0.3                                |   | 1.80                     |                                     | 0.00                             |
| 11/14/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/15/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/16/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/17/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/18/2023      |                      |                                    | < 0.15  |                          | 1.85                                | 0.00                             |
| 11/19/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/20/2023      | 96.0%                | ND                                 |   | 5.20                     |                                     | 0.00                             |
| 11/21/2023      | 93.8%                | ND                                 |   | 12.00                    |                                     | 0.00                             |
| 11/22/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/23/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/24/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/25/2023      |                      |                                    | ND  |                          | 8.60                                | 0.00                             |
| 11/26/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/27/2023      |                      |                                    |   |                          |                                     | 0.00                             |
| 11/28/2023      | 96.2%                | ND                                 |   | 3.80                     |                                     | 0.00                             |
| 11/29/2023      | 96.3%                | ND                                 |   | 5.30                     |                                     | 0.00                             |
| 11/30/2023      |                      |                                    |   |                          |                                     | 0.00                             |
|                 |                      |                                    |   | ND                       | 4.55                                |                                  |
|                 |                      |                                    |   |                          |                                     |                                  |
| Count           | 9                    | 1                                  | 1   | 9                        | 4                                   | 31                               |
| Minimum         | 93.8%                | 0.3                                | < 0.15  | 1.80                     | 1.85                                | 0.0                              |
| Average         | 96.7%                | 0.30                               | 0.15  | 4.62                     | 4.70                                | 0.0                              |
| Maximum         | 98.8%                | 0.3                                | 0.2   | 12.00                    | 8.60                                | 0.0                              |
| Percent Removal | 85                   |                                    |   |                          |                                     |                                  |
| 5 Sample Median |                      |                                    |   |                          |                                     |                                  |
| High            |                      |                                    |   |                          |                                     |                                  |
| Low             |                      |                                    |   |                          |                                     |                                  |
| Daily Max       |                      |                                    |   | 225                      |                                     | 4.8                              |
| Weekly Max      |                      |                                    |   |                          | 100                                 |                                  |
| Monthly Average |                      |                                    |   | 75                       |                                     |                                  |

**SAM E-001 November 2023**

| Date            | Chlorine time Minutes | Ammonia Nitrogen Distilled mg/l | Eff pH | Eff Temp | Enterococci MPN | 30 day geo mean | Eff DO mg/l | Eff DO % Saturation |
|-----------------|-----------------------|---------------------------------|--------|----------|-----------------|-----------------|-------------|---------------------|
| 11/1/2023       | 0.00                  | 18.0                            | 6.97   | 19.9     | ND              |                 | 7.10        | 78.4                |
| 11/2/2023       | 0.00                  |                                 | 7.07   | 19.6     |                 |                 | 8.39        | 91.4                |
| 11/3/2023       | 0.00                  |                                 | 7.08   | 19.9     |                 |                 | 7.13        | 77.5                |
| 11/4/2023       | 0.00                  |                                 | 7.08   | 20.3     |                 | ND              | 7.41        | 81.1                |
| 11/5/2023       | 0.00                  |                                 | 7.05   | 20.1     |                 |                 | 6.87        | 75.4                |
| 11/6/2023       | 0.00                  |                                 | 7.15   | 20.4     |                 |                 | 6.96        | 77.0                |
| 11/7/2023       | 0.00                  |                                 | 6.98   | 20.2     |                 |                 | 6.53        | 71.9                |
| 11/8/2023       | 0.00                  |                                 | 7.07   | 19.4     |                 |                 | 6.58        | 71.4                |
| 11/9/2023       | 0.00                  | 33.0                            | 7.07   | 19.1     | ND              |                 | 7.60        | 82.3                |
| 11/10/2023      | 0.00                  |                                 | 7.07   | 19.1     |                 |                 | 7.67        | 82.8                |
| 11/11/2023      | 0.00                  |                                 | 6.95   | 19.4     |                 | ND              | 6.52        | 69.2                |
| 11/12/2023      | 0.00                  |                                 | 6.85   | 19.4     |                 |                 | 5.17        | 55.6                |
| 11/13/2023      | 0.00                  | 19.0                            | 7.08   | 19.3     | 10              |                 | 7.00        | 75.9                |
| 11/14/2023      | 0.00                  |                                 | 6.96   | 19.6     |                 |                 | 7.01        | 76.5                |
| 11/15/2023      | 0.00                  |                                 | 6.86   | 20.1     |                 |                 | 6.91        | 76.2                |
| 11/16/2023      | 0.00                  |                                 | 6.84   | 20.1     |                 |                 | 7.23        | 79.6                |
| 11/17/2023      | 0.00                  |                                 | 6.91   | 20.4     |                 |                 | 7.02        | 77.9                |
| 11/18/2023      | 0.00                  |                                 | 6.91   | 20.4     |                 | ND              | 7.27        | 80.3                |
| 11/19/2023      | 0.00                  |                                 | 6.95   | 19.2     |                 |                 | 7.64        | 82.1                |
| 11/20/2023      | 0.00                  |                                 | 6.92   | 18.5     |                 |                 | 7.02        | 75.0                |
| 11/21/2023      | 0.00                  | 20.0                            | 7.01   | 19.2     | ND              |                 | 7.77        | 84.2                |
| 11/22/2023      | 0.00                  |                                 | 6.90   | 18.8     |                 |                 | 7.26        | 77.9                |
| 11/23/2023      | 0.00                  |                                 | 6.95   | 19.5     |                 |                 | 7.30        | 78.9                |
| 11/24/2023      | 0.00                  |                                 | 6.92   | 19.2     |                 |                 | 7.41        | 79.0                |
| 11/25/2023      | 0.00                  |                                 | 7.00   | 19.0     |                 | ND              | 7.85        | 83.5                |
| 11/26/2023      | 0.00                  |                                 | 6.89   | 18.3     |                 |                 | 6.56        | 69.2                |
| 11/27/2023      | 0.00                  |                                 | 7.03   | 18.4     |                 |                 | 6.88        | 73.2                |
| 11/28/2023      | 0.00                  |                                 | 7.13   | 18.7     |                 |                 | 7.91        | 84.8                |
| 11/29/2023      | 0.00                  | 27.0                            | 7.00   | 18.9     | 10              |                 | 7.48        | 80.6                |
| 11/30/2023      | 0.00                  |                                 | 6.94   | 18.9     |                 |                 | 8.06        | 86.7                |
|                 | 0.00                  |                                 |        |          |                 |                 |             |                     |
|                 |                       |                                 |        |          |                 | ND              |             |                     |
| Count           | 31                    | 5                               | 30     | 30       | 2               | 0               | 30          | 30                  |
| Minimum         | 0.00                  | 18.0                            | 6.84   | 18.3     | < ND            | < ND            | 5.17        | 55.6                |
| Average         | 0.0                   | 23.4                            | 6.99   | 19.4     | < ND            | < ND            | 7.18        | 77.9                |
| Maximum         | 0.00                  | 33.0                            | 7.15   | 20.4     | 10              | < 0.0           | 8.39        | 91.4                |
| 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, November 2023

## November 2023

|              | Total    | Number of S.S.O's |          |          |          |
|--------------|----------|-------------------|----------|----------|----------|
|              |          | HMB               | GCS D    | MWSD     | SAM      |
| Roots        | 0        | 0                 | 0        | 0        | 0        |
| Grease       | 0        | 0                 | 0        | 0        | 0        |
| Mechanical   | 0        | 0                 | 0        | 0        | 0        |
| Wet Weather  | 0        | 0                 | 0        | 0        | 0        |
| Other        | 0        | 0                 | 0        | 0        | 0        |
| <b>Total</b> | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b> | <b>0</b> |

## 12 Month Moving Total

|              | Total     | 12 month rolling Number |           |            |            |
|--------------|-----------|-------------------------|-----------|------------|------------|
|              |           | HMB                     | GCS D     | MWSD       | SAM        |
| Roots        | 1         | 0                       | 0         | 1          | 0          |
| Grease       | 0         | 0                       | 0         | 0          | 0          |
| Mechanical   | 2         | 0                       | 0         | 0          | 2          |
| Wet Weather  | 10        | 4                       | 0         | 2          | 4          |
| Other        | 2         | 2                       | 0         | 0          | 0          |
| <b>Total</b> | <b>15</b> | <b>6</b>                | <b>0</b>  | <b>3</b>   | <b>6</b>   |
|              |           | <b>40%</b>              | <b>0%</b> | <b>20%</b> | <b>40%</b> |

## Reportable SSOs

|                       | Total | Reportable Number of S.S.O.'s |       |      |     |
|-----------------------|-------|-------------------------------|-------|------|-----|
|                       |       | HMB                           | GCS D | MWSD | SAM |
| November 2023         | 0     | 0                             | 0     | 0    | 0   |
| 12 Month Moving Total | 15    | 6                             | 0     | 3    | 6   |

## SSOs / Year / 100 Miles

|                       | Total | Number of S.S.O.'s /Year/100 Miles |       |       |      |
|-----------------------|-------|------------------------------------|-------|-------|------|
|                       |       | HMB                                | GCS D | MWSD  | SAM  |
| November 2023         | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| 12 Month Moving Total | 14.4  | 16.2                               | 0.0   | 11.1  | 82.2 |
| Category 1            | 6.7   | 0.0                                | 0.0   | 3.7   | 82.2 |
| Category 2            | 3.8   | 10.8                               | 0.0   | 0.0   | 0.0  |
| Category 3            | 3.8   | 5.4                                | 0.0   | 7.4   | 0.0  |
| Category 4            | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| Miles of Sewers       | 104.5 | 37.0                               | 33.2  | 27.0  | 7.3  |
|                       |       | 35.4%                              | 31.8% | 25.8% | 7.0% |

## 12 Month Rolling Total Sewer Cleaning Summary

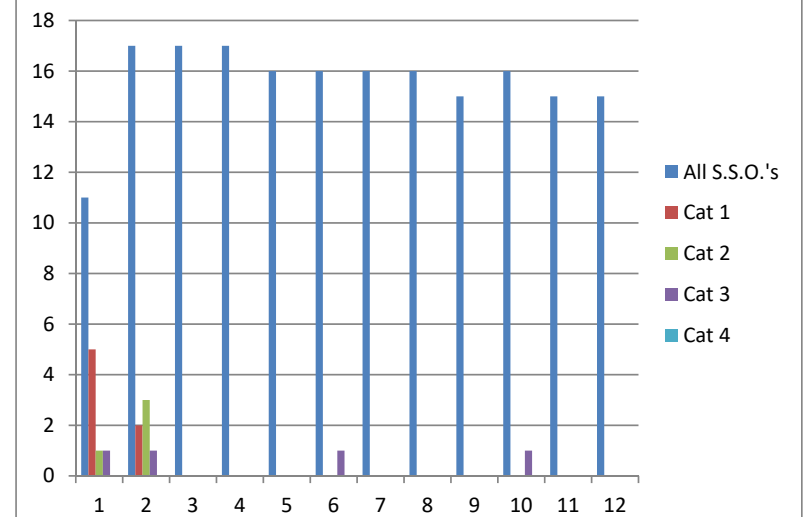
| Month     | HMB    | GCS D  | MWSD   | Total Feet | Total Miles |
|-----------|--------|--------|--------|------------|-------------|
| Dec - 22  | 2,384  | 9,393  | 5,101  | 16,878     | 3.2         |
| Jan - 23  | 6,748  | 10,481 | 8,748  | 25,977     | 4.9         |
| Feb - 23  | 14,417 | 9,983  | 6,822  | 31,222     | 5.9         |
| Mar - 23  | 12,243 | 9,395  | 10,140 | 31,778     | 6.0         |
| Apr - 23  | 10,883 | 12,375 | 8,290  | 31,548     | 6.0         |
| May - 23  | 12,239 | 11,619 | 5,356  | 29,214     | 5.5         |
| June - 23 | 11,096 | 10,472 | 5,375  | 26,943     | 5.1         |
| July - 23 | 9,325  | 10,286 | 4,744  | 24,355     | 4.6         |
| Aug - 23  | 22,726 | 8,469  | 9,951  | 41,146     | 7.8         |
| Sep - 23  | 13,355 | 14,640 | 5,960  | 33,955     | 6.4         |
| Oct - 23  | 16,290 | 9,765  | 10,161 | 36,216     | 6.9         |
| Nov - 23  | 10,835 | 9,620  | 10,746 | 31,201     | 5.9         |

|           |         |         |        |         |  |
|-----------|---------|---------|--------|---------|--|
| Annual ft | 142,541 | 126,498 | 91,394 | 360,433 |  |
|-----------|---------|---------|--------|---------|--|

|            |      |      |      |  |      |
|------------|------|------|------|--|------|
| Annual Mi. | 27.0 | 24.0 | 17.3 |  | 68.3 |
|------------|------|------|------|--|------|

Attachment C

## 12 Month Moving SSO Totals Through November 2023



# TASK SUMMARY- GCSD 2023-2024

| Task                               | Target Total | Jul    | Aug   | Sept   | Oct   | Nov   | Dec | Jan | Feb | March | April | May | June | Total to Date | % Complete |
|------------------------------------|--------------|--------|-------|--------|-------|-------|-----|-----|-----|-------|-------|-----|------|---------------|------------|
| Sewer Line Cleaning                | 87,000       | 10,235 | 6,242 | 11,056 | 9,984 | 8,489 |     |     |     |       |       |     |      |               |            |
| Hot Spot Cleaning                  | 5,400        | 294    | 3,321 | 3,974  | -     | 290   |     |     |     |       |       |     |      |               |            |
| Lift Station Inspection - Daily    | 52           | 4      | 4     | 4      | 4     | 4     |     |     |     |       |       |     |      |               |            |
| Lift Station Inspection - Annually | 3            | -      | -     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| Maint. Work Orders - Completed     | -            | 4      | 4     | 4      | 4     | 4     |     |     |     |       |       |     |      |               |            |
| Maint. Work Orders - Incomplete    | -            | -      | -     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| Manhole Inspection                 | 879          | 57     | 44    | 71     | 43    | 45    |     |     |     |       |       |     |      |               |            |
| USA Markings                       | 372          | 76     | 81    | 78     | 56    | 53    |     |     |     |       |       |     |      |               |            |
| F.O.G. Inspections Completed       | 10           | -      | 22    | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| F.O.G. Inspections Passed          | 10           | -      | 15    | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| F.O.G. Inspection Failed           | -            | -      | 7     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| Lateral Inspections                | -            | -      |       | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| Customer Service Call - Reg        | -            | 1      | -     | -      | -     | 1     |     |     |     |       |       |     |      |               |            |
| Customer Service Call - OT         | -            | -      | -     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| SSO Response - Category 1          | -            | -      | -     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| SSO Response - Category 2          | -            | -      | -     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| SSO Response - Category 3          | -            | -      | -     | -      | -     | -     |     |     |     |       |       |     |      |               |            |
| Insurance Claims Filed             | -            | 0      | 0     | 0      | 0     | 0     |     |     |     |       |       |     |      |               |            |



## GRANADA COMMUNITY SERVICES DISTRICT

### **MINUTES BOARD OF DIRECTORS SPECIAL MEETING**

December 21 at 6:00 p.m.

**THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.**

#### **CALL SPECIAL MEETING TO ORDER**

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

#### **ROLL CALL**

Director Nancy Marsh, Director Matthew Clark, Director Barbara Dye, and Director Jen Randle.

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

#### **GENERAL PUBLIC PARTICIPATION**

None.

#### **ADJOURN TO CLOSED SESSION**

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

#### **RECONVENE TO OPEN SESSION**

There was no reportable action taken in the closed session.

#### **ADJOURN SPECIAL MEETING**

The special meeting was adjourned at 7:00 p.m.

ATTEST:

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Hope Atmore, Board Secretary

Date Approved by the Board: January 18, 2024.





## GRANADA COMMUNITY SERVICES DISTRICT

### **MINUTES BOARD OF DIRECTORS REGULAR MEETING**

December 21, 2023

**THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.**

#### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting was called to order at 7:04 p.m.

#### **ROLL CALL**

Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye, President Nancy Marsh participated via teleconference pursuant to Government Code Section 54953(b) from Pali Ke Kua, Unit 123, 5300 Ka Haku Road, Princeville, HI. Director Jill Grant participated via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada.

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

#### **GENERAL PUBLIC PARTICIPATION**

None.

#### **REGULAR MEETING AGENDA**

##### **1. Parks and Recreation Activities.**

- a. Report on Granada Community Park and Recreation Center - Project Manager Ray Razavi reported that the draft cultural report has been received and that the project team will be providing comments to both the cultural and the biological reports. He also stated that the noise study is underway. He anticipates that all reports will be compiled by April for review by the board with a target of submitting to San Mateo County Planning by May. Community member Fran Pollard asked if grass seed could be planted on the property in the interim prior to construction. Mr. Razavi responded that it could jeopardize the overall project.
- b. Report on planned Recreation Program Events - Assistant General Manager Hope Atmore stated that planning is underway for 2024 recreation programming with an update to come in January.

**2. Election of Board Officers.**

President Marsh opened the nominations for Board President. Director Grant nominated Director Randle, Director Clark nominated Director Marsh. Director Randle stated her support of Director Marsh continuing as President and Director Grant withdrew her nomination.

**ACTION:** The motion to approve Director Marsh as Board President was approved (5-0).

President Marsh opened the nominations for Board Vice President. Director Dye nominated Director Randle. There were no further nominations.

**ACTION:** The motion to approve Director Randle as Board Vice President was approved (5-0).

**3. Appoint Sewer Authority Mid-Coastside Representatives and Alternates, and Approve Associated Resolution.**

Director Marsh opened the nominations for SAM Representatives. Director Grant nominated Director Randle. Director Randle nominated Directors Dye and Clark.

**ACTION:** The motion to approve Director Dye as SAM representative was approved 4-1, Director Grant opposed. The motion to approve Director Randle was not approved 1-4, Director Grant in favor. The motion to approve Director Clark was approved 5-0.

Director Marsh opened the nominations for SAM 1<sup>st</sup> alternate. Directors Marsh and Dye nominated Jen Randle.

**ACTION:** The motion to approve Director Randle as 1<sup>st</sup> alternate was approved 5-0.

Director Marsh opened the nominations for SAM 2<sup>nd</sup> alternate. Director Randle nominated Director Grant.

**ACTION:** The motion to approve Director Grant as 2<sup>nd</sup> alternate was approved 4-1. Director Dye opposed.

**4. Appoint Representative and Alternate to the San Mateo County Chapter of the California Special Districts Association.**

Ms. Atmore stated that there is a push to reinvigorate the Chapter. Director Marsh opened the nominations. Director Randle nominated Director Grant. Director Clark nominated Director Randle and Director Grant supported that nomination and volunteered to be an alternate.

**ACTION:** The motion to approve Director Randle as representative and Director Grant as alternate to the SMC Chapter of the CSDA was approved 5-0.

**5. Consideration of CSDA Special District Leadership Academy.**

Director Marsh proposed that all board directors should consider attendance at one of the in person or online options scheduled in 2024. Directors Dye, Randle, and Clark all expressed interest in attending.

**ACTION:** Director Marsh moved to approve any board member who so desires to attend the CSDA Special District Leadership Academy either in person or virtually and have that be compensated for travel and fees under the existing policy and be compensated for the days of service under the existing ordinance for compensation. (Marsh/Grant). Approved 5-0.

**6. Consideration of Approval of Ordinance No. 177, an Ordinance Regarding Compensation of Directors of the Granada Community Services District – First Reading.**

**ACTION:** Director Clark moved to waive by motion the reading of the Ordinance and to approve the Ordinance subject to enactment after a second reading at a subsequent board meeting. (Clark/Randle). Approved 4-1. Director Grant opposed.

Mr. Duffy explained that the language in the revised ordinance generally parrots the Government Code and that additional language was added only to Section 1.3, which clarifies that if a director is paid by another agency for attendance at that agency's meeting (e.g. SAM) as a representative of GCSD, then GCSD will only pay any difference between the two agencies' stipends.

**ACTION:** Director Clark moved to approve the Ordinance subject to enactment after a second reading at a subsequent board meeting. (Clark/Marsh). Approved 5-0.

Director Marsh reported that the cost to publish the ordinance was \$423 for the Half Moon Bay Review and \$1380 for the San Mateo Daily Journal. It was the consensus of the board to publish the ordinance in both papers.

**7. Engineer's Report.**

**8. Report on Sewer Authority Mid-Coastside Meetings.**

Director Dye stated that SAM is considering shifting some funds into a new investment fund. Director Clark reported that SAM staff introduced their new website which should be live in approximately two months. Director Dye also reported the SAM has contracted with an engineer to study capacity issues that occurred in the 2022/23 winter storms and that they will re-calibrate the flow meter to read up to 20 mgd. Director Marsh remarked that the open house held at SAM was very well done and commended their efforts in educating the public.

**9. Appoint General Manager Chuck Duffy as Negotiator for Potential Sale of Parcel #048-046-120, El Granada, California.**

**ACTION:** Director Dye moved to appoint GM Chuck Duffy as negotiator for potential sale of parcel #048-046-120. (Dye/Clark). Approved 5-0.

**CONSENT AGENDA**

**10. November 16<sup>th</sup> Regular Meeting Minutes.**

**11. December 2023 Warrants.**

**12. October 2023 Financial Statements.**

**13. Assessment District Distribution #5-23/24**

**ACTION:** Director Clark moved to approve the consent agenda. (Clark/Randle). Director Dye remarked that the skate ramp resurfacing was paid in warrants. Approved 5-0.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

**15. Attorney's Report. (Parkin)**

**16. General Manager's Report. (Duffy)**

**17. Administrative Staff Report. (Atmore)**

Ms. Atmore reported on SAM repairs to a damaged manhole. Director Dye thanked staff for monitoring illegal parking near the skate ramp. Ms. Atmore also reported that messaging in English and Spanish to prevent FOG during the holidays is ongoing.

**18. Future Agenda Items.**

Director Dye asked for a report on reserves and financing needs for near future.

**ADJOURN REGULAR MEETING**

The meeting was adjourned at 8:14 p.m.

ATTEST:

---

Hope Atmore, Board Secretary

Date Approved by the Board: January 18, 2024.

**Granada Community Services District  
January 2024 Warrants  
For the January 18, 2024 Board of Director's Meeting**

| <b>Date</b>     | <b>Num</b> | <b>Name</b>                      | <b>Memo</b>                       | <b>Account</b>                     | <b>Amount</b>     |
|-----------------|------------|----------------------------------|-----------------------------------|------------------------------------|-------------------|
| 12/21/23        | 9829       | Wittwer & Parkin                 | Nov 2023 Legal Svcs               | 6091 Legal- General                | \$ 2,385.00       |
| 12/21/23        | 9830       | AIMS Team LLC                    | AIMS Updates 8/3/23-10/13/23      | 6072 Engineering- Misc (AIMS)      | 300.00            |
| 12/21/23        | 9831       | Peninsula Municipal Engineering  | Inv dtd 12/01/23                  | 5130 Parks & Rec Professional Svcs | 5,985.00          |
| 12/21/23        | 9832       | Sewer Authority Mid-Coastside    | Pass Through INV00835             | 5014 SAM - Pass Through Costs      | 1,050.00          |
| 12/21/23        | 9833       | PG&E                             | Pump Stn Inv dtd 12/15/23         | 6170 Utilities                     | 560.41            |
| 01/18/24        | 9834       | Alhambra & Sierra Springs        | Inv dtd 12/21/23                  | 6170 Utilities                     | 36.97             |
| 01/18/24        | 9835       | AT&T                             | Inv dtd 01/05/24                  | 6170 Utilities                     | 119.40            |
| 01/18/24        | 9836       | Barbara Dye                      | 12/21/23 GCSD                     | 6040 Directors' Compensation       | 145.00            |
| 01/18/24        | 9837       | CliftonLarsonAllen LLP           | Dec 2023 Accounting Svcs          | 6152 Accounting                    | 3,339.00          |
| 01/18/24        | 9838       | Comcast                          | 01/13/24-02/12/24 Svcs            | 6170 Utilities                     | 324.31            |
| 01/18/24        | 9839       | Dudek                            | 11/25/23-12/29/23 Svcs            | 6151 General Manager               | 6,578.76          |
| 01/18/24        | 9840       | Horizon Water & Environment      | Inv dtd 01/08/24                  | 5130 Parks & Rec Professional Svcs | 4,192.50          |
| 01/18/24        | 9841       | Hue & Cry                        | Feb 2024 Pump Stn Alarm           | 6170 Utilities                     | 35.59             |
| 01/18/24        | 9842       | Jen Randle                       | 12/21/23 GCSD                     | 6040 Directors' Compensation       | 145.00            |
| 01/18/24        | 9843       | Jill Grant                       | 12/21/23 GCSD                     | 6040 Directors' Compensation       | 145.00            |
| 01/18/24        | 9844       | Kikuchi & Kankel Design Group    | Prof Svcs through 12/31/23        | 5130 Parks & Rec Professional Svcs | 2,380.00          |
| 01/18/24        | 9845       | Matthew Clark                    | 12/21/23 GCSD                     | 6040 Directors' Compensation       | 145.00            |
| 01/18/24        | 9846       | Nancy Marsh                      | 12/21/23 GCSD                     | 6040 Directors' Compensation       | 145.00            |
| 01/18/24        | 9847       | Pacific Fire Safe                | Office Maint Inv dtd 01/05/24     | 6130 Office Maintenance & Repairs  | 77.00             |
| 01/18/24        | 9848       | Pacifica Community TV            | 12/21/23 GCSD                     | 6180 Video Taping                  | 400.00            |
| 01/18/24        | 9849       | Peninsula Municipal Engineering  | Nov 2023 & Dec 2023 Svcs          | 5130 Parks & Rec Professional Svcs | 9,690.00          |
| 01/18/24        | 9850       | PG&E                             | Office Inv dtd 12/22/23           | 6170 Utilities                     | 49.21             |
| 01/18/24        | 9851       | Rodolfo Romero                   | Jan Cleaning                      | 6130 Office Maintenance & Repairs  | 220.00            |
| 01/18/24        | 9852       | San Mateo County Harbor District | Office Lease-Feb 2024             | 6120 Office Lease                  | 5,050.00          |
| 01/18/24        | 9853       | SDRMA                            | SDRMA Medical Benefits - Feb 2024 | 6062 Medical                       | 4,991.78          |
| 01/18/24        | 9854       | Sewer Authority Mid-Coastside    | Jan 2024 Asmts & Collections      | 5010 SAM - General                 | 134,464.33        |
| 01/18/24        | 9855       | Wittwer & Parkin                 | Dec 2023 Legal Svcs               | 6091 Legal- General                | 2,777.00          |
| <b>TOTAL \$</b> |            |                                  |                                   |                                    | <b>185,731.26</b> |

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

**ASSETS**

Current Assets

Cash & Cash Equivalents

|                                    |    |           |
|------------------------------------|----|-----------|
| 1020 · Petty Cash                  | \$ | 192       |
| 1030 · Cash - LAIF                 |    | 2,535,866 |
| 1040 · Tri Counties Bank - Gen Op  |    | 134,798   |
| 1050 · Tri Counties Bank - Deposit |    | 17,345    |
| Total Cash & Cash Equivalents      |    | 2,688,201 |

Other Current Assets

|                            |  |           |
|----------------------------|--|-----------|
| 1100 · Accounts Receivable |  | 3,419     |
| 1200 · Interest Receivable |  | 17,600    |
| 1550 · Prepaid Expenses    |  | 13,623    |
| Total Other Current Assets |  | 34,642    |
| Total Current Assets       |  | 2,722,843 |

Capital Assets

|   |  |             |
|---|--|-------------|
| 1600 · Land                                     |  | 2,862,979   |
| 1610 · Construction in Progress                 |  | 1,155,954   |
| 1615 · Equipment                                |  | 41,930      |
| 1620 · Collections System                       |  | 11,659,302  |
| 1630 · Accumulated Depreciation                 |  | (7,940,200) |
| Capital Assets, Net of Accumulated Depreciation |  | 7,779,965   |

Other Assets

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

**TOTAL ASSETS**

**15,211,242**

**DEFERRED OUTFLOWS OF RESOURCES**

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

**TOTAL DEFERRED OUTFLOWS OF RESOURCES**

**88,433**

*(Continued on next page)*

**GRANADA COMMUNITY SERVICES DISTRICT  
STATEMENT OF NET POSITION (UNAUDITED)  
NOVEMBER 30, 2023  
(CONTINUED)**

**LIABILITIES**

Current Liabilities

|                             |         |
|-----------------------------|---------|
| 2000 · Accounts Payable     | 59,131  |
| 2001 · Accrued Vacation     | 3,516   |
| 2020 · Class 3 Deposits     | 24,055  |
| 2100 · Payroll Liabilities  | 5,411   |
| 2225 · Recology-Del Garbage | 10,172  |
| 2300 · Due to AD            | 6,252   |
| Total Current Liabilities   | 108,537 |

Long-Term Liabilities

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

**TOTAL LIABILITIES** **195,144**

**DEFERRED INFLOWS OF RESOURCES**

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

**TOTAL DEFERRED INFLOWS OF RESOURCES** **86,394**

**NET POSITION**

|                              |            |
|------------------------------|------------|
| Investment in Capital Assets | 7,779,965  |
| Unrestricted                 | 7,238,172  |
|                              | 15,018,137 |

**TOTAL NET POSITION** **\$ 15,018,137**

PRELIMINARY DRAFT

**GRANADA COMMUNITY SERVICES DISTRICT  
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION (UNAUDITED)  
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2023**

|  | Jul 1, 2023 -<br>Nov 30, 2023 | Expected To<br>Date | Variance<br>Favorable/<br>(Unfavorable) | FY 2023/2024<br>Budget |
|--|-------------------------------|---------------------|---|------------------------|
| <b>Revenues</b>                          |                               |                     |   |                        |
| Operating Revenue                        |                               |                     |   |                        |
| 4015 · Park Tax Allocation               | \$ 75,983                     | \$ 383,335          | \$ (307,352)                            | \$ 920,000             |
| 4020 · Sewer Service Charges-SMC         | -                             | 1,016,665           | (1,016,665)                             | 2,440,000              |
| 4021 · Sewer Svc Charges Pro-rated       | 7,396                         | -                   | 7,396                                   | -                      |
| 4030 · AD OH Reimbursement               | 36,000                        | 15,000              | 21,000                                  | 36,000                 |
| 4040 · Recology Franchise Fee            | 16,666                        | 18,750              | (2,084)                                 | 45,000                 |
| Total Operating Revenue                  | 136,045                       | 1,433,750           | (1,297,705)                             | 3,441,000              |
| Non Operating Revenue                    |                               |                     |   |                        |
| 4120 · Interest on Reserves              | 46,518                        | 46,250              | 268                                     | 111,000                |
| 4125 · Unrealized Gain (Loss) in LAIF    | 17,714                        | -                   | 17,714                                  | -                      |
| 4130 · Connection Fees                   | 15,275                        | 15,835              | (560)                                   | 38,000                 |
| 4160 · SAM Refund from Prior Yr          | -                             | 415                 | (415)                                   | 1,000                  |
| 4170 · ERAF Refund                       | 252,022                       | 166,665             | 85,357                                  | 400,000                |
| 4180 · Misc Income                       | 362                           | 2,500               | (2,138)                                 | 6,000                  |
| 4185 · Lease Revenue                     | 25,000                        | 25,000              | -                                       | 60,000                 |
| Total Non Operating Revenue              | 356,891                       | 256,665             | 100,226                                 | 616,000                |
| <b>TOTAL REVENUES</b>                    | <b>492,936</b>                | <b>1,690,415</b>    | <b>(1,197,479)</b>                      | <b>4,057,000</b>       |
| <b>Expenses</b>                          |                               |                     |   |                        |
| Operations                               |                               |                     |   |                        |
| 5010 · SAM - General                     | 496,009                       | 445,270             | (50,739)                                | 1,068,645              |
| 5014 · SAM - Pass Through Costs          | 16,924                        | -                   | (16,924)                                | -                      |
| 5020 · SAM - Collections                 | 91,713                        | 90,530              | (1,183)                                 | 217,276                |
| 5040 · Depreciation Expense              | 114,748                       | -                   | (114,748)                               | -                      |
| 5060 · Lateral Repairs                   | 489                           | 10,000              | 9,511                                   | 24,000                 |
| 5065 · CCTV                              | -                             | 6,250               | 6,250                                   | 15,000                 |
| 5110 · RCD - Parks                       | -                             | 4,165               | 4,165                                   | 10,000                 |
| 5120 · Half Moon Bay Reimb - Parks       | -                             | 12,915              | 12,915                                  | 31,000                 |
| 5130 · Parks & Rec Professional Services | 95,043                        | 62,500              | (32,543)                                | 150,000                |
| Total Operations                         | 814,926                       | 631,630             | (183,296)                               | 1,515,921              |

(Continued on next page)

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



**GRANADA COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (UNAUDITED)**  
**FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2023**  
**(CONTINUED)**

| Expenses (Continued)                         | Jul 1, 2023 -<br>Nov 30, 2023 | Expected To<br>Date  | Variance<br>Favorable/<br>(Unfavorable) | FY 2023/2024<br>Budget |
|--|-------------------------------|----------------------|---|------------------------|
| Administration                               |                               |                      |   |                        |
| 6010 · Auditing                              | 9,655                         | 9,585                | (70)                                    | 23,000                 |
| 6020 · Copier lease                          | 2,155                         | 2,085                | (70)                                    | 5,000                  |
| 6040 · Directors' Compensation               | 4,350                         | 4,165                | (185)                                   | 10,000                 |
| 6050 · Education & Travel Reimb              | 1,333                         | 835                  | (498)                                   | 2,000                  |
| 6060 · Employee Compensation                 | 180,719                       | 145,835              | (34,884)                                | 350,000                |
| 6070 · Engineering Services                  | 23,696                        | 12,500               | (11,196)                                | 30,000                 |
| 6080 · Insurance                             | 139                           | 21,665               | 21,526                                  | 52,000                 |
| 6090 · Legal Services                        | 22,617                        | 16,665               | (5,952)                                 | 40,000                 |
| 6095 · Legal Services for Case Related Legal | -                             | 14,585               | 14,585                                  | 35,000                 |
| 6100 · Memberships                           | 7,480                         | 4,125                | (3,355)                                 | 9,900                  |
| 6120 · Office Lease                          | 23,000                        | 26,665               | 3,665                                   | 64,000                 |
| 6130 · Office Maintenance & Repairs          | 720                           | 3,540                | 2,820                                   | 8,500                  |
| 6135 · Other Property Maint.                 | 1,750                         | -                    | (1,750)                                 | -                      |
| 6140 · Office Supplies                       | 3,830                         | -                    | (3,830)                                 | -                      |
| 6150 · Professional Services                 | 50,474                        | 59,585               | 9,111                                   | 143,000                |
| 6160 · Publications & Notices                | -                             | 4,165                | 4,165                                   | 10,000                 |
| 6170 · Utilities                             | 5,067                         | 6,665                | 1,598                                   | 16,000                 |
| 6180 · Video Taping                          | 2,400                         | 2,085                | (315)                                   | 5,000                  |
| 6190 · Computers                             | 5,596                         | 3,335                | (2,261)                                 | 8,000                  |
| 6220 · Miscellaneous                         | 6,493                         | 3,750                | (2,743)                                 | 9,000                  |
| 6230 · Bank Service Charges                  | 140                           | -                    | (140)                                   | -                      |
| 6310 · Park Related Misc Expenses            | 15,304                        | 4,165                | (11,139)                                | 10,000                 |
| Total Administration                         | 366,918                       | 346,000              | (20,918)                                | 830,400                |
| Capital Projects                             |                               |                      |   |                        |
| 1617-1 · Medio Creek Xing Crossing           | 437                           | -                    | (437)                                   | -                      |
| 7013 · 6-yr CIP Phase 2                      | 3,562                         | 27,085               | 23,523                                  | 65,000                 |
| 7015 · Mainline System Repairs               | -                             | 4,165                | 4,165                                   | 10,000                 |
| 7100 · SAM - Infrastructure                  | 136,525                       | 277,815              | 141,290                                 | 666,750                |
| Total Capital Projects                       | 140,524                       | 309,065              | 168,541                                 | 741,750                |
| <b>TOTAL EXPENSES</b>                        | <b>1,322,368</b>              | <b>1,286,695</b>     | <b>(35,673)</b>                         | <b>3,088,071</b>       |
| <b>CHANGE IN NET POSITION</b>                | <b>\$ (829,432)</b>           | <b>\$ 403,720</b>    | <b>\$ (1,233,152)</b>                   | <b>\$ 968,929</b>      |
| <b>BEGINNING NET POSITION</b>                | <b>15,847,569</b>             | <b>15,847,569</b>    | <b>-</b>                                | <b>15,847,569</b>      |
| <b>ENDING NET POSITION</b>                   | <b>\$ 15,018,137</b>          | <b>\$ 16,251,289</b> | <b>\$ (1,233,152)</b>                   | <b>\$ 16,816,498</b>   |

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

**GRANADA COMMUNITY SERVICES DISTRICT  
SELECTED INFORMATION  
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2023**

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

**Historical:**

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

**Forecast (Budget):**

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

The effects of these departures have not been determined.

**Summary of Significant Assumptions**

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

**Budgetary Assumptions—Statement of Revenues and Expenses (Unaudited)**

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

*No assurance is provided on these financial statements.*



January 9, 2024

Board of Directors  
Granada Community Services District  
P.O. Box 335  
El Granada, CA 94018

Subject: Class 3 Sewer Mainline Extension  
Salloway Mainline Extension Dedication  
APNs: 047-288-030 & 047-288-250  
KJ 015011\*10

Dear Board Members:

We reviewed the plans and construction of the Salloway Sewer Mainline Extension. The sewer main extension was constructed in accordance with GCSD Standard Details and Specifications. We therefore recommend that GCSD approve dedication of the sewer into its collection system.

Please let me know if you have any questions.

Very truly yours,  
Kennedy/Jenks Consultants, Inc.

A handwritten signature in blue ink, appearing to read 'John H. Rayner', enclosed in a thin black rectangular border.

John H Rayner PE  
GCSD District Engineer

January 9, 2024

Board of Directors  
Granada Community Services District  
P.O. Box 335  
El Granada, CA 94018

Subject: Class 3 Sewer Mainline Extension  
Big Wave Mainline Extension Dedication  
Airport Street Sewer  
KJ 015011\*10

Dear Board Members:

We reviewed the plans and construction of the Big Wave Sewer Mainline Extension on Airport Street. The sewer main extension was constructed in accordance with its approved 12/13/18 plans. We therefor recommend that GCSD approves dedication of the sewer into its collection system.

Please let me know if you have any questions.

Very truly yours,  
Kennedy/Jenks Consultants, Inc.



John H Rayner PE  
GCSD District Engineer

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Dec 15, 2023 to Jan 11, 2024
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: January 18, 2024

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

APPLICATIONS RECEIVED

There were no applications received during this period.

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

Shaded items were previously reported.

PERMITS ISSUED

There were no permits issued this period.

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

Shaded items were previously reported.

SEWER HOOK-UPS - There were no hook-ups this period:

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

Shaded items were previously reported.

SPECIAL NOTES:

FY 2023 Audit began January 16 and should finish by January 19.

