



# GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, May 21, 2026

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

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

### Zoom information below:

<p><b>Topic: GCSD Board Meeting</b> <b>Time: May 21, 2026 7:00 PM</b> <b>Pacific Time (US and Canada)</b></p> <p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/86574832288">https://us02web.zoom.us/j/86574832288</a> Meeting ID: 865 7483 2288</p>	<p><b>OR</b></p> <p>Dial by your location +1669 444 9171 U.S.</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:	Barbara Dye
	Vice-President:	Wanda Bowles
	Director:	Matt Allen
	Director:	Nancy Marsh
	Director:	Jen Randle
Staff:	General Manager:	Chuck Duffy
	Assistant Manager:	Hope Atmore
	Legal Counsel:	William Parkin

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

**GENERAL PUBLIC PARTICIPATION**

Page

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**

<b>1. Park and Recreation Activities.</b>	4
a. Presentation on 2025-26 Coastside Land Trust Junior Land Stewards (JLS) Program at El Granada Elementary School and Consideration of Continued Support for Three Additional Academic Years. <b>Recommendation:</b> To be made by the Board.	
b. Update on Granada Community Park and Recreation Center. <b>Recommendation:</b> Approve Plan Updates.	24
c. Report on Planned Recreation Program Events.	26
<b>2. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 General Budget and Associated Resolution of Approval.</b>	27
<b>Recommendation:</b> Approve the SAM General Budget and Resolution.	62
<b>3. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 Collections Budget and Associated Resolution of Approval.</b>	64
<b>Recommendation:</b> Approve the SAM General Budget and Resolution.	70
<b>4. Consideration of Draft GCSD Sewer and Parks Budgets.</b>	71
<b>Recommendation:</b> For Board information and input.	
<b>5. Consideration of Policy and Resolution for the Statewide November 3, 2026 General Election.</b>	80
a. 200-Word or 400-Word Limit for Candidate Statements for GCSD.	
b. Cost of Candidate's Statement to be Paid by the District or the Candidate.	
c. Approve Resolution Calling for an Election to be Held on November 3, 2026 for the Election of Three Members of the District Governing Board. <b>Recommendation:</b> a. To be made by the Board. b. Approve the resolution.	
<b>6. Engineer's Report.</b>	83
<b>7. Administrative Staff Report.</b>	84
<b>8. Report on Sewer Authority Mid-Coastside Meetings.</b>	85
<b><u>CONSENT AGENDA</u></b>	
<b>9. April 16, 2026 Regular Meeting Minutes.</b>	105
<b>10. May 2026 Warrants.</b>	109
<b>11. March 2026 Financial Statements.</b>	110

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

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

**15. Future Agenda Items.**

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**ADJOURN REGULAR MEETING**

At the conclusion of April 16, 2026 Board Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2025-010

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Coastside Land Trust Junior Land Stewards Presentation and Support Request  
Date: May 21, 2026

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In May of 2023, the GCS D Board approved a request from the Coastside Land Trust to fund the Junior Land Stewards Program at \$12,000 per school year for the three academic years 2023/24, 2024/25, and 2025/26. The program curriculum has included walking field trips to sites near El Granada Elementary, nature journaling, flower dissection, and a soil lab.

Haley Peterson will provide a program overview from the 25/26 academic year and is requesting continued financial support of the program for the next three academic years (26/27, 27/28, 28/29). Attached are a slideshow including photos from the past year and the request for continued funding from Coastside Land Trust.























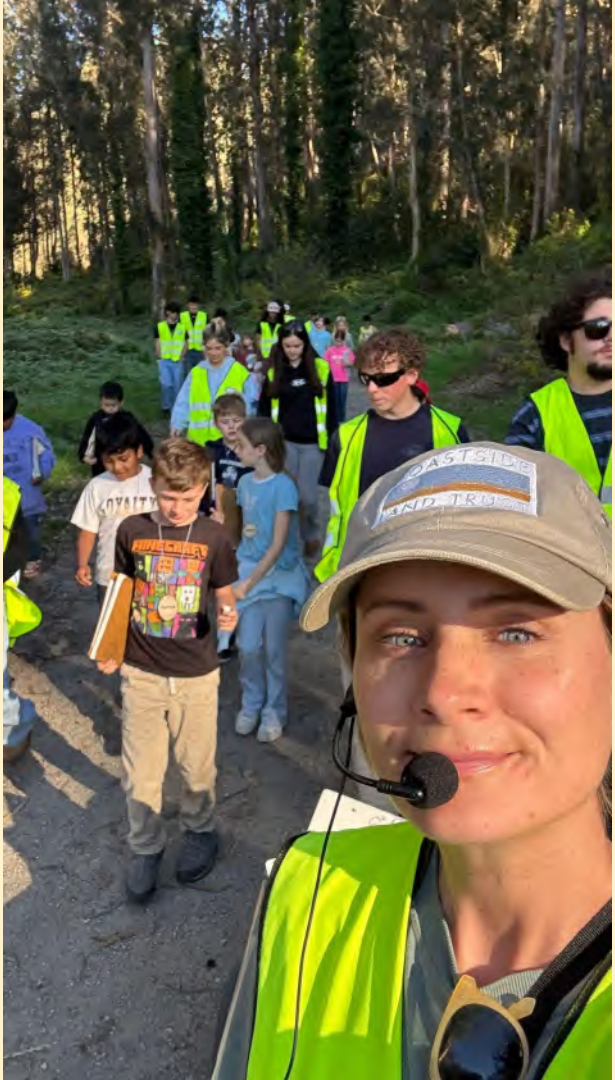














May 11th, 2026

**Granada Community Services District**

Dear GCSD Board of Directors,

On behalf of Coastside Land Trust, I am writing to thank GCSD for three years of support for Junior Land Stewards (JLS) and to formally request a three-year renewal of that partnership.

JLS is a weekly, place-based environmental education program in its fifth year serving 4th graders at El Granada Elementary. Students engage in nature journaling, native plant stewardship, and hands-on fieldwork rooted in our local coastside ecosystem - all aligned with Next Generation Science Standards. This year, approximately 62 students at El Granada Elementary participated in pollinator garden fieldwork, a flower dissection lab, a soil lab, and produced detailed nature journals, all inspired by our local parks and coastal open spaces.

Your annual contribution of \$12,000 has been foundational to this program. It works alongside support from Coastside Gives, the Maxwell Hanrahan Foundation, and CUSD to deliver consistent, high-quality programming to CUSD students each year.

We respectfully request a renewal of \$12,000 annually for 2026/27, 2027/28, and 2028/29 (\$36,000 total), estimated to reach approximately 185 El Granada 4th graders. A multi-year commitment gives CLT the planning stability to sustain staffing and continue building on the strong foundation your support helped create.

We are grateful for this partnership and welcome the opportunity to present to the Board or answer any questions.

With appreciation,

Haley Peterson

Junior Land Stewards Program Manager  
Coastside Land Trust  
310-483-3666  
haley@coastsidelandtrust.org



## 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: Update on Granada Community Park and Recreation Center  
Date: May 21, 2026

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As many of you are aware, the California Coastal Commission is requiring Caltrans to create 75 new parking spaces to replace the approximately 125 displaced spaces from their project adding bike lanes along Highway 1. Caltrans is currently moving forward with a plan with the Harbor District to create that required parking on land west of Highway 1, just north of Sam's Chowder House. The Commission is also requiring that Caltrans return the right of way along Hwy 1 back to its previous use as informal beach parking. However, because of barricades that will be installed on the shoulder, access from Hwy 1 to the Caltrans ROW will no longer be available.

District staff then became aware of a proposal being discussed amongst Caltrans, the Coastal Commission, and the San Mateo County Planning Department, without District input, that sought to create access through the District's property (which they still refer to as the "the dirt lot") to that Caltrans ROW. In an effort to insert ourselves and our property rights into the conversation, District staff organized a meeting with those agencies to include ourselves as part of the process. That meeting was held on May 1<sup>st</sup> in hopes of finding solutions that would benefit all parties. Two things were apparent by the end of that meeting. First, it was clear that Caltrans had no interest in providing formal parking in the dirt lot owned by the District, and they were also dissatisfied with the CC requirement to return the ROW to its previous use as informal parking. Second, the Coastal Commission implied that the District's cooperation in providing access through its property could affect approvals and conditions of future park plans and intimated that the District modify its park plan to create a driveway or access lane to the Caltrans ROW.

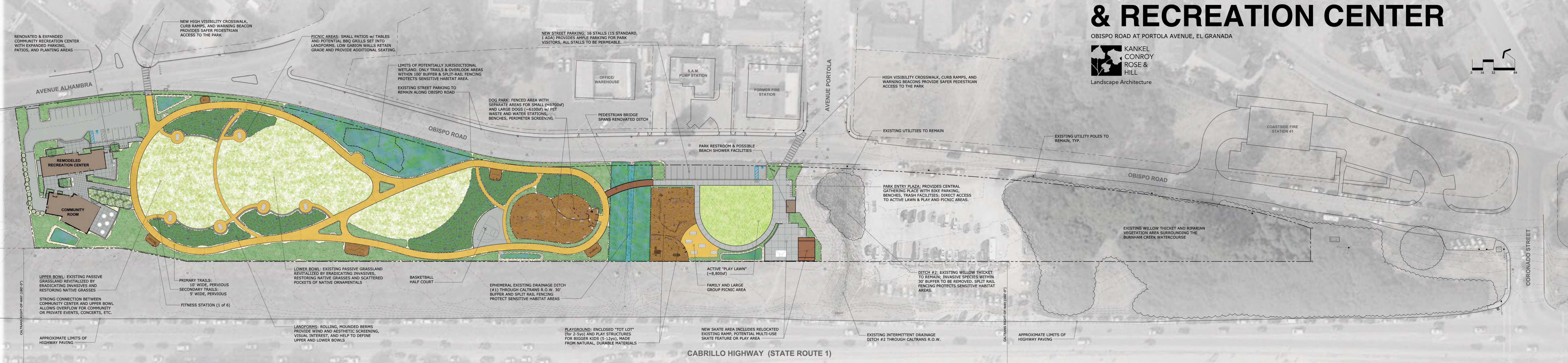
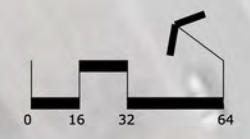
In consideration of the comments from the Commission and in reviewing site constraints, KCRH Landscape Architects has modified the project plan to eliminate development of the previously shown lawn area over the dirt lot. This change will provide access to the Caltrans ROW informal parking, will maintain informal parking on the District's property thereby obviating any potential imposition of beach parking requirements by the Coastal Commission during permitting, and will allow us to direct more financial resources to the active areas of the park.

This solution is the most likely to support a smooth permitting and review process with the County and with the Coastal Commission, and it does not preclude the District from initiating a future phase under a separate permit at a later date.

# GRANADA COMMUNITY PARK & RECREATION CENTER

OBISPO ROAD AT PORTOLA AVENUE, EL GRANADA

**KANKEL CONROY ROSE & HILL**  
Landscape Architecture



RENOVATED & EXPANDED COMMUNITY RECREATION CENTER WITH EXPANDED PARKING, PATIOS, AND PLANTING AREAS

NEW HIGH VISIBILITY CROSSWALK, CURB RAMPS, AND WARNING BEACON PROVIDES SAFER PEDESTRIAN ACCESS TO THE PARK

PICNIC AREAS: SMALL PATIOS w/ TABLES AND POTENTIAL BBQ GRILLS SET INTO LANDFORMS. LOW GABION WALLS RETAIN GRADE AND PROVIDE ADDITIONAL SEATING.

NEW STREET PARKING: 16 STALLS (15 STANDARD, 1 ADA) PROVIDES AMPLE PARKING FOR PARK VISITORS, ALL STALLS TO BE PERMEABLE.

LIMITS OF POTENTIALLY JURISDICTIONAL WETLAND. ONLY TRAILS & OVERLOOK AREAS WITHIN 100' BUFFER & SPLIT-RAIL FENCING PROTECTS SENSITIVE HABITAT AREA.

EXISTING STREET PARKING TO REMAIN ALONG OBISPO ROAD

DOG PARK: FENCED AREA WITH SEPARATE AREAS FOR SMALL (~1700sf) AND LARGE DOGS (~6100sf) w/ PET WASTE AND WATER STATIONS, BENCHES, PERIMETER SCREENING

PEDESTRIAN BRIDGE SPANS RENOVATED DITCH

PARK RESTROOM & POSSIBLE BEACH SHOWER FACILITIES

HIGH VISIBILITY CROSSWALK, CURB RAMPS, AND WARNING BEACONS PROVIDE SAFER PEDESTRIAN ACCESS TO THE PARK

EXISTING UTILITIES TO REMAIN

EXISTING UTILITY POLES TO REMAIN, TYP.

AVENUE ALHAMBRA

OBISPO ROAD

AVENUE PORTOLA

OBISPO ROAD

COASTSIDE FIRE STATION 41

REMODELED RECREATION CENTER

COMMUNITY ROOM

PARK ENTRY PLAZA: PROVIDES CENTRAL GATHERING PLACE WITH BIKE PARKING, BENCHES, TRASH FACILITIES; DIRECT ACCESS TO ACTIVE LAWN & PLAY AND PICNIC AREAS.

EXISTING WILLOW THICKET AND RIPARIAN VEGETATION AREA SURROUNDING THE BURNHAM CREEK WATERCOURSE

UPPER BOWL: EXISTING PASSIVE GRASSLAND REVITALIZED BY ERADICATING INVASIVES AND RESTORING NATIVE GRASSES

PRIMARY TRAILS: 10' WIDE, PERVIOUS  
SECONDARY TRAILS: 5' WIDE, PERVIOUS

LOWER BOWL: EXISTING PASSIVE GRASSLAND REVITALIZED BY ERADICATING INVASIVES, RESTORING NATIVE GRASSES AND SCATTERED POCKETS OF NATIVE ORNAMENTALS

BASKETBALL HALF COURT

EPHEMERAL EXISTING DRAINAGE DITCH (#1) THROUGH CALTRANS R.O.W. 30' BUFFER AND SPLIT RAIL FENCING PROTECT SENSITIVE HABITAT AREAS

ACTIVE "PLAY LAWN" (~8,800sf)

FAMILY AND LARGE GROUP PICNIC AREA

DITCH #2: EXISTING WILLOW THICKET TO REMAIN; INVASIVE SPECIES WITHIN 30' BUFFER TO BE REMOVED. SPLIT RAIL FENCING PROTECTS SENSITIVE HABITAT AREAS.

STRONG CONNECTION BETWEEN COMMUNITY CENTER AND UPPER BOWL ALLOWS OVERFLOW FOR COMMUNITY OR PRIVATE EVENTS, CONCERTS, ETC.

FITNESS STATION (1 of 6)

LANDFORMS: ROLLING, MOUNDED BERMS PROVIDE WIND AND AESTHETIC SCREENING, VISUAL INTEREST, AND HELP TO DEFINE UPPER AND LOWER BOWLS

PLAYGROUND: ENCLOSED "TOT LOT" (for 2-5yo) AND PLAY STRUCTURES FOR BIGGER KIDS (5-12yo), MADE FROM NATURAL, DURABLE MATERIALS

NEW SKATE AREA INCLUDES RELOCATED EXISTING RAMP, POTENTIAL MULTI-USE SKATE FEATURE OR PLAY AREA

EXISTING INTERMITTENT DRAINAGE DITCH #2 THROUGH CALTRANS R.O.W.

APPROXIMATE LIMITS OF HIGHWAY PAVING

APPROXIMATE LIMITS OF HIGHWAY PAVING

CABRILLO HIGHWAY (STATE ROUTE 1)

COMMUNITY RECREATION CENTER & PASSIVE RECREATION ZONE

ACTIVE RECREATION ZONE

PORTOLA DRAINAGE, DIRT LOT, & BURNHAM CREEK RIPARIAN ZONE



## 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: Recreation Updates  
Date: May 21, 2026

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### **Report on Planned Recreation Program Events:**

#### Past & Ongoing Events

- Beginning Sewing (second session) completed
- Recology Quarterly Recycling Day, April 18 – 190 customers
- Chair Yoga on Wednesdays – resuming May 20
- Sound Bath – monthly sessions – next session May 19
- Springfest with SMC Parks, April 25
- Nature Walk, May 3 at 10:00AM – 11 attendees

#### Upcoming/Planned Events

- Deer Creek Walk, June 14 at 10:00AM – registration open
- Session 3 Beginning Sewing – starting May 19 (5 registered)
- Learn to Draw starting June 17
- Recology Quarterly Recycling Day, July 18 – with paper shredding



# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors  
 From: Chuck Duffy, General Manager  
 Subject: SAM Draft General Budget for Fiscal Year 2026/27  
 Date: May 21, 2026

Attached for your board’s approval review is the SAM draft budget and staff report for FY 2026/27 as approved for circulation at the March 9, 2026 SAM board meeting. This proposed SAM General Budget was first presented to your board at last month’s meeting.

That O&M budget (not including Infrastructure) shows an increase of \$877,859 or 14%, a substantial increase over the prior fiscal year. The bulk of that increase is made up of an additional \$263,338 in personnel costs, and \$404,259 in additional O&M equipment repair costs that were formerly funded by money that had been allocated to the Infrastructure CIP program.

### SAM Division Budgets by Fiscal Year

	<u>FY 2023/24</u> <u>Actual</u>	<u>FY 2024/25</u> <u>Actual</u>	<u>FY 2025/26</u> <u>Adopted</u>	<u>FY 2026/27</u> <u>Proposed</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
Administration	\$2,046,988	\$2,148,035	\$1,793,907	\$1,846,725	\$52,818	3%
Treatment	\$4,176,443	\$4,170,680	\$4,421,346	\$5,222,650	\$801,305	18%
Environmental Compliance	<u>\$196,956</u>	<u>\$192,050</u>	<u>\$212,013</u>	<u>\$235,750</u>	<u>\$23,737</u>	<u>11%</u>
Total Operating Budget	\$6,420,387	\$6,510,765	\$6,427,266	\$7,305,125	\$877,859	14%
Infrastructure	<u>\$3,258,684</u>	<u>\$3,388,625</u>	<u>\$3,645,000</u>	<u>\$4,250,000</u>	<u>\$605,000</u>	<u>17%</u>
Total General Budget	\$9,679,071	\$9,899,390	\$10,072,266	\$11,555,125	\$1,482,859	15%

At our last meeting, staff was directed to contact the other member agencies to discuss budgeting the full \$12 million cost for the SAM Montara Forcemain Project in this year's SAM budget, rather than the \$3.5 million placeholder included in the current budget. However, it turns out that MWSD had already approved the SAM General Budget, which rendered that discussion moot. Please be aware that while the SAM budget has that \$3.5 million placeholder, I have budgeted for our 18.21% share of the full \$12 million Forcemain cost in the GCSD budget. It is our recommendation that your board approve the attached SAM General Budget, with the knowledge that there will need to be a major mid-year budget correction once the cost for the Forcemain project is known.



**SEWER AUTHORITY MID-COASTSIDE**  
**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**SUBJECT:** Discuss Proposed General Budget for FY 2026/27 and Authorize the General Manager to Submit it to Member Agencies for Approval.

**Executive Summary**

The purpose of this report is to discuss the proposed General Budget for FY 2026/27 and authorize the General Manager to submit it to Member Agencies for approval.

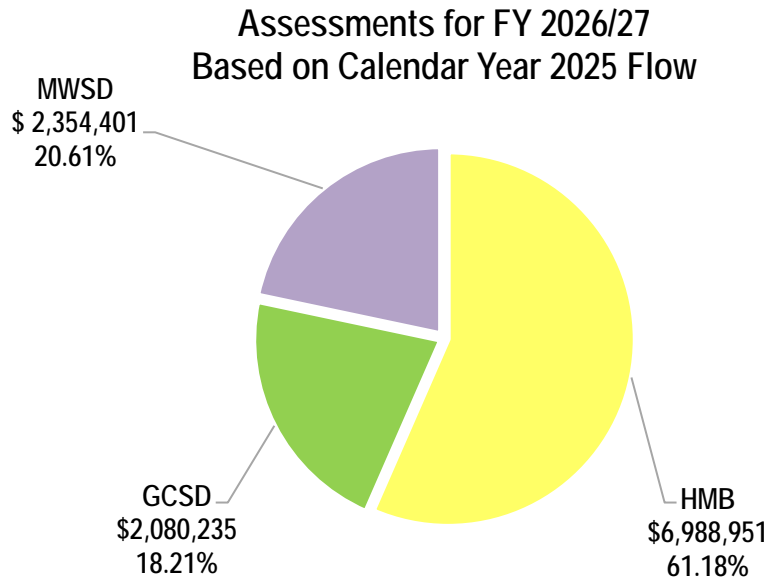
**Fiscal Impact**

The Operation and Maintenance expenditure budget for FY 2026/27 is \$11.5 million, including infrastructure project expenses. This is an *overall increase* of \$1,482,859 from the FY 2025/26 adopted budget. The impact to the member agency assessments is:

**Assessments for Each Member Agency**

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	\$	%
	Actual	Actual	Adopted	Proposed	Change	Change
Half Moon Bay	\$ 5,331,608	\$ 5,642,255	\$ 5,989,200	\$ 6,988,951	\$ 999,751	17%
Granada CSD	\$ 1,651,497	\$ 1,766,336	\$ 1,873,116	\$ 2,080,235	\$ 207,119	11%
Montara WSD	\$ 1,686,174	\$ 1,866,382	\$ 2,079,915	\$ 2,354,401	\$ 274,486	13%
	\$ 8,669,279	\$ 9,274,973	\$ 9,942,231	\$ 11,423,587	\$ 1,481,356	15%

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



**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: *“Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”*

**Background and Discussion/Report**

The General Budget includes all Operation and Maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2025/26 adopted budget.

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 17 positions:
  - 7 employees are scheduled for a step increase.
  - One is the General Manager who is on a contract.

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

- All services, supplies, and utilities will be increased by a 5% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

**Budget Overview**

The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

The overall increase from the adopted budget for Fiscal Year 2025/26 to the proposed budget for Fiscal Year 2026/27 is \$1,482,859 or 15%. This is primarily due to an increase in the estimated cost of infrastructure improvements as well as expected non-project capital improvements.

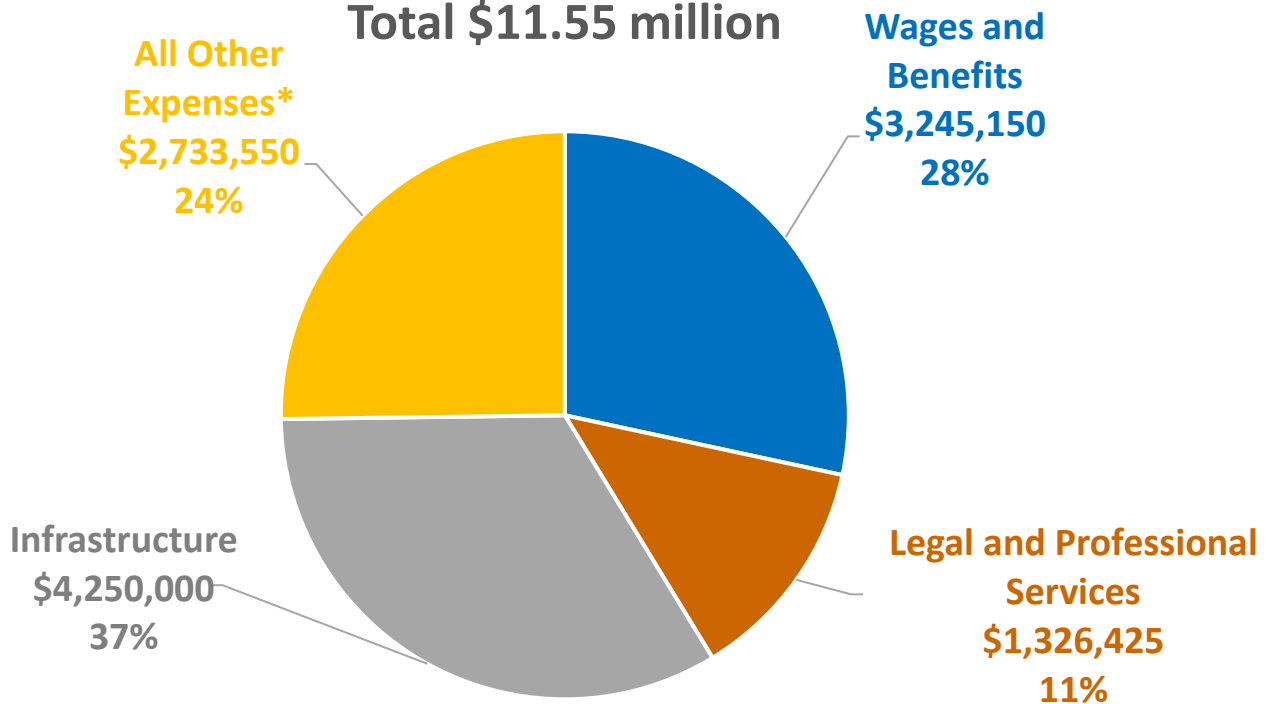
Of the total General Budget, \$3.24 million (28%) is for Wages and Benefits. The cost of Infrastructure improvements is \$4.25 million (37%). Legal, Engineering and Professional Services is \$1.33 million (11%) and accounts for a significant percentage of the budget due to SAM’s dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.73 million (23%) of the budget.

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BOARD MEMBERS:	N. Marsh	B. Dye	S. Boyd
	P. Nagengast	D. Ruddock	K. Slater-Carter
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	M. Allen		

**Expenses by Category**  
**Total \$11.55 million**



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

**Significant Budget Changes**

The Administrative Services division increased \$52,818 or (3%). The net increase is mainly a result of expected increases in the areas of Professional Services (11%) [increase in cost of IT support & web hosting services], Professional Memberships (33%) [First flush program increase], Insurance Premiums (6%) and Miscellaneous Expenses (44%) [sharp increase in the cost of document storage services].

The Treatment division increased \$801,305 or 18%, which is due to the known COLA & Merit increase of 4% and 3% respectively as well as the expected increase of the cost of Healthcare and Retirement Benefits for Treatment division employees. In addition, management has budgeted an additional \$400,000 of Non-Project Capital Improvements which was not done in the earlier years.

The Environmental Compliance division budget increased \$23,737 or (11%) primarily due to the increase in personnel costs as well as the increase in Professional Services (off-site testing costs).

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	M. Allen		

The Infrastructure division increased \$605,000 to address various projects in the Authority Capital Improvement Plan.

**Detail Changes in Expenses**

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Increase of \$119,800 due to known increases in merit and COLA.
2. Premium Pay: Increase of \$27,900 due to standby pay, certification pay, and overtime pay.
3. Health Benefits: Increase of \$46,154 due to labor negotiation approval of 100% coverage of SAM staff as well as increased health insurance costs, budgeted for 11% based on history.
4. Retirement Contributions: Increase of \$50,400 primarily due to the estimation of retirement costs related to the unfunded liability portion in the prior year’s budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the fiscal year is over).
5. Retirement Medical: Increase of \$17,890 for contributions as negotiated in the MOU and the Unrepresented Employees as well as a contribution of \$18,000 to SAM’s section 115 OPEB trust administered by PARS.
6. Misc. Benefits: Increase of \$1,194 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$263,338 in personnel costs primarily due to the annual funding of SAM’s CalPERS Unfunded Liability.
8. Legal Services: Decrease of \$35,000 due to the completion of labor negotiations with Local No. 39 and expected reduced involvement of General Counsel/Special Counsel.
9. Engineering Services: Increase of \$10,557 due to continued involvement with Authority Engineering team.
10. Professional Services: Increase of \$56,025.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract in next fiscal year not to exceed \$400,000.

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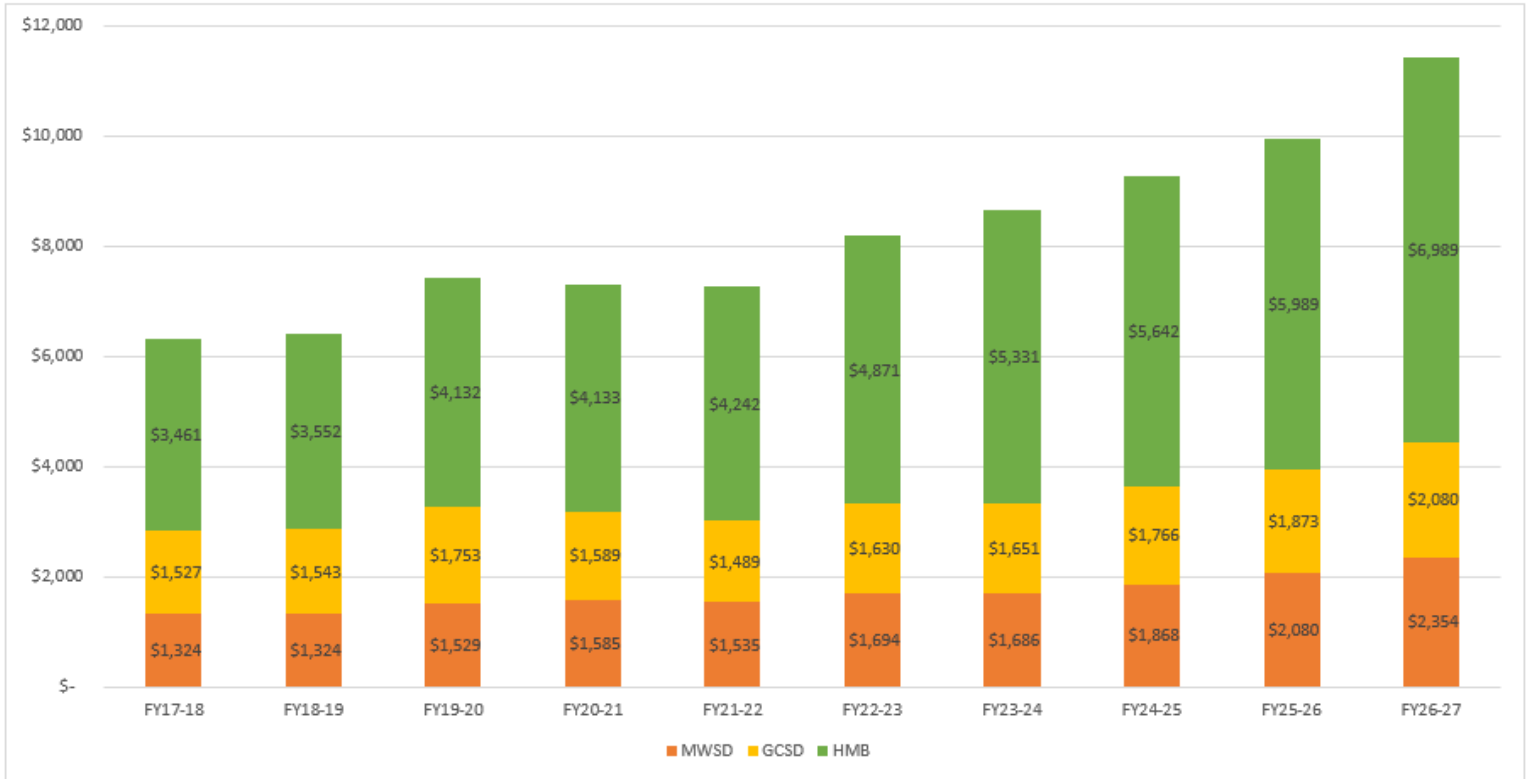
- RVE Accounting, financial & accounting services: As Needed.
  - Alpha Analytical Laboratories, essential lab services: As Needed.
  - Peninsula Pump, handles pump repair, generally an emergency repair: As Needed.
  - Precision IT, computer equipment maintenance: IT support as and when needed.
11. Professional Memberships: Increase of 27% expected due to the continued participation in the First Flush program.
  12. Insurance Premiums: Increase of \$15,018 due to increased cost of coverage.
  13. Misc. Expenses: Increase of \$34,234 anticipated based on detailed review of current year expenditures, increase due mainly to the cost of document storage services.
  14. Utilities: Increase of \$33,003 for electricity, gas, solid waste disposal, and water consistent with current costs.
  15. Travel & Training: Increase of \$7,389 based on expectation that conference attendance will continue to increase.
  16. Equipment Rental: Increase of \$1,425 due to the completion of specific maintenance projects.
  17. Building & Maintenance Services: Decrease of \$27,900 mainly due to recurring roof work at the SAM office.
  18. Chemicals: Increase of \$24,137 based on anticipated expenses consistent with recent experience and expected industry increases.
  19. Permits & Licenses: Increase of \$6,103, cost of permit was over budget for current fiscal year.
  20. Supplies: Increase of \$8,272 based on current year expenditures.
  21. Equipment: Increase of \$404,259, non-project capital improvements.
  22. Infrastructure: Increase of \$605,000 to address the projects identified in the adopted 5-year CIP (adopted November 25, 2024) and additional projects as indicated in Infrastructure details of the General Budget.
  23. Claims/Penalties: Increase \$5,000.
  24. Non-Personnel Subtotal: Total Increase of \$1,219,521 or 17%.

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	P. Nagengast	D. Ruddock	K. Slater-Carter
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	M. Allen		

**Revenue Allocation**

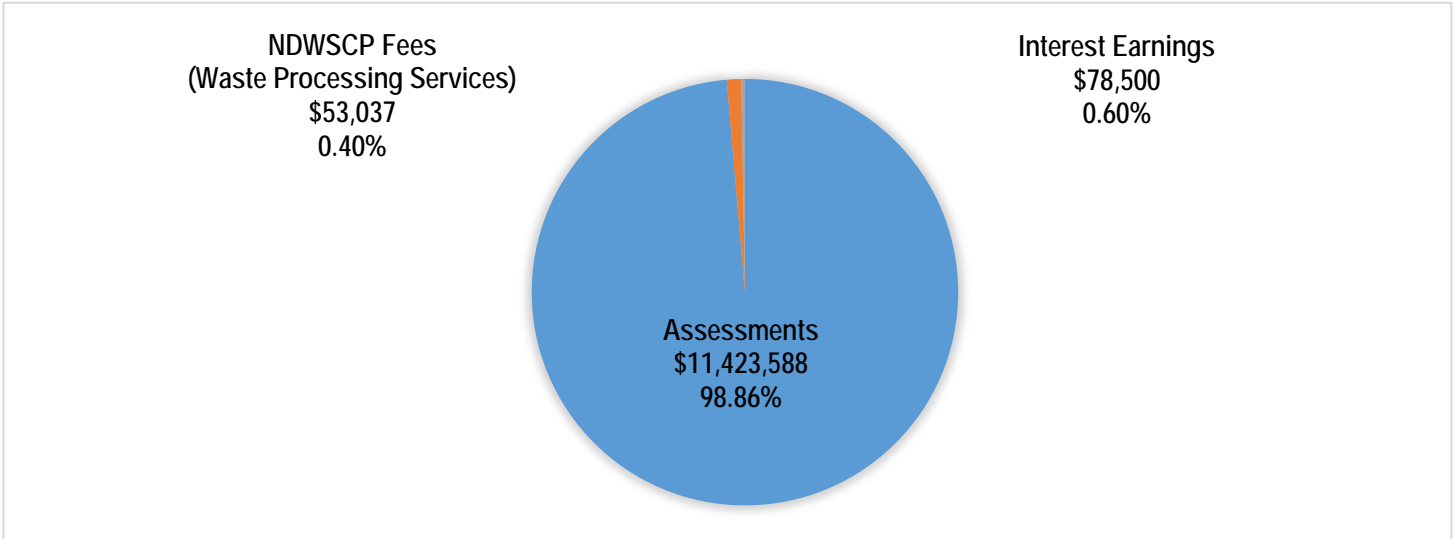
Of the total O&M revenue, the majority (98.86%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (0.4%), and interest earnings (0.6%).

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



**Staff Recommendation**

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before April 30, 2026, for evaluation and approve a final budget before May 31, 2026.

**Supporting Documents**

Attachment A: SAM General Budget for FY 2026/27

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



**General Budget  
Fiscal Year 2026/27**

## OPERATIONS BUDGET



## EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant.” The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

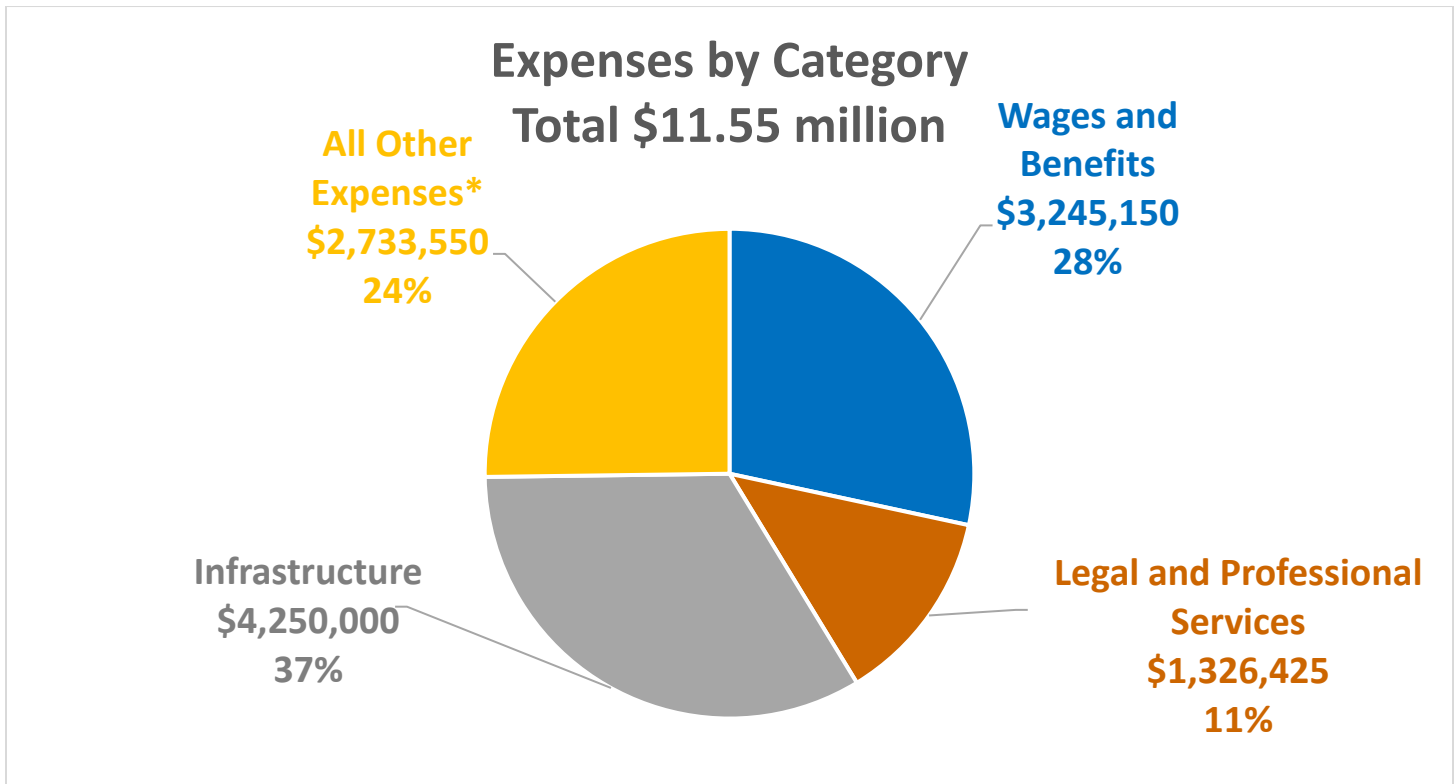
### JPA Income & Expenses – General Budget

<b>Operating Income</b>		
Assessments - City of Half Moon Bay	6,988,951	
Assessments - Granada Community Services District	2,080,235	
Assessments - Montara Water & Sanitary District	2,354,401	
Interest Income	78,500	
NDWSCP Fees	53,037	
<b>Total Operating Income</b>		<b>\$11,555,125</b>
<b>Operating Expenses</b>		
Wages	2,078,100	
Benefits	1,167,050	
Legal Services	200,000	
Engineering Services	160,800	
Professional & Technical Services	965,625	
Professional Memberships	76,200	
Insurance Premiums	265,000	
Miscellaneous Expenses	120,800	
Utilities	839,300	
Travel & Training	64,400	
Equipment Rental/Lease	29,300	
Building & Maintenance Services	176,000	
Chemicals	470,000	
Permits & Licenses	62,100	
Supplies	128,450	
Equipment	417,000	

Infrastructure Projects	4,250,000	
Claims & Penalties	85,000	
<b>Total Expenses</b>		<b>\$11,555,125</b>
<b>Total Operating Expenses (less Infrastructure)</b>		<b>\$7,305,125</b>
<b>Contribution to Reserve Funds (Revenues less Expenses)</b>		<b>\$0</b>

The overall increase from the adopted budget for Fiscal Year 2025/26 to the adopted budget for Fiscal Year 2026/27 is \$1,482,859 (15%). This is primarily due to an increase in budget related to equipment and infrastructure.

Of the total General Budget, \$3.2 million (28%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$4.25 million (37%). Legal, Engineering and Professional Services is \$1.3 million (11%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 24% of the budget.



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

## Division Budgets by Fiscal Year

	<b>FY 2023/24 <u>Actual</u></b>	<b>FY 2024/25 <u>Actual</u></b>	<b>FY 2025/26 <u>Adopted</u></b>	<b>FY 2026/27 <u>Proposed</u></b>	<b>\$ <u>Change</u></b>	<b>% <u>Change</u></b>
<b>Administration</b>	<b>\$2,046,988</b>	<b>\$2,148,035</b>	<b>\$1,793,907</b>	<b>\$1,846,725</b>	<b>\$52,818</b>	<b>3%</b>
<b>Treatment</b>	<b>\$4,176,443</b>	<b>\$4,170,680</b>	<b>\$4,421,346</b>	<b>\$5,222,650</b>	<b>\$801,305</b>	<b>18%</b>
<b>Environmental Compliance</b>	<b><u>\$196,956</u></b>	<b><u>\$192,050</u></b>	<b><u>\$212,013</u></b>	<b><u>\$235,750</u></b>	<b><u>\$23,737</u></b>	<b><u>11%</u></b>
<b>Total Operating Budget</b>	<b>\$6,420,387</b>	<b>\$6,510,765</b>	<b>\$6,427,266</b>	<b>\$7,305,125</b>	<b>\$877,859</b>	<b>14%</b>
<b>Infrastructure</b>	<b><u>\$3,258,684</u></b>	<b><u>\$3,388,625</u></b>	<b><u>\$3,645,000</u></b>	<b><u>\$4,250,000</u></b>	<b><u>\$605,000</u></b>	<b><u>17%</u></b>
<b>Total General Budget</b>	<b>\$9,679,071</b>	<b>\$9,899,390</b>	<b>\$10,072,266</b>	<b>\$11,555,125</b>	<b>\$1,482,859</b>	<b>15%</b>

The Administrative Services division increased \$52,818 (3%). Mainly due to the projected increase of Professional Services related to web hosting & IT support. In addition, Professional Memberships & Fees is expected to increase due to SAM's continued participation in the First Flush program.

The Treatment division increased \$801,305 or 18%, which is due to the known COLA & Merit increase of 4%. In addition, we are expecting and 11% increase in the cost of Health Benefits as well as payments of Retirement Contributions to CalPERS. We have budgeted an additional \$400K in the equipment line item to account for Non-Project Capital related expenses incurred by SAM on an annual basis.

The Environmental Compliance division budget increased by \$23,737 or 11% primarily due to the projected Payroll and Benefits increases.

The Infrastructure division increased \$605,000 to address various projects in the Authority Capital Improvement Plan.

### **BUDGET ALLOCATION AND ASSESSMENTS**

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

#### **Flow Results for Budget Allocations\***

	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	
<b>FY 2026/27</b>	61.18%	18.21%	20.61%	(Based on Calendar Year 2025)
<b>FY 2025/26</b>	<u>60.24%</u>	<u>18.84%</u>	<u>20.92%</u>	(Based on Calendar Year 2024)
<b>Variance</b>	0.94%	-0.63%	-0.31%	

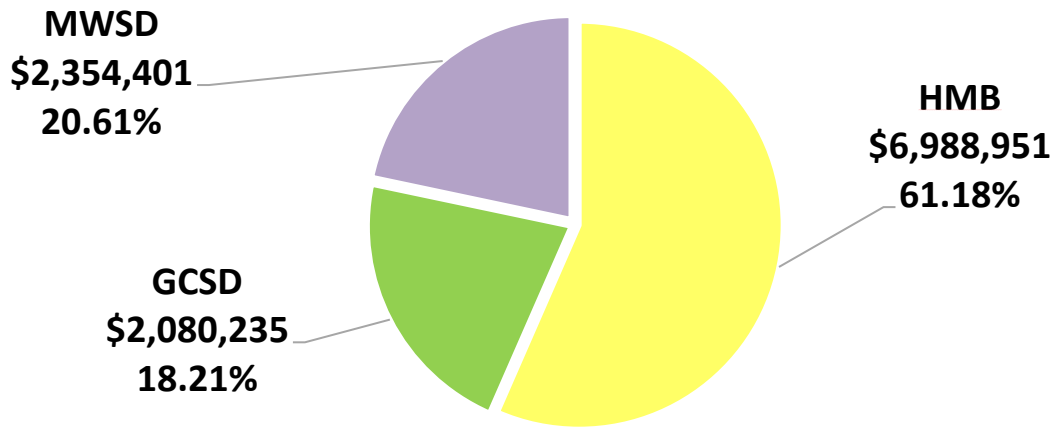
\* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

**Total Assessments for Each Member Agency\***

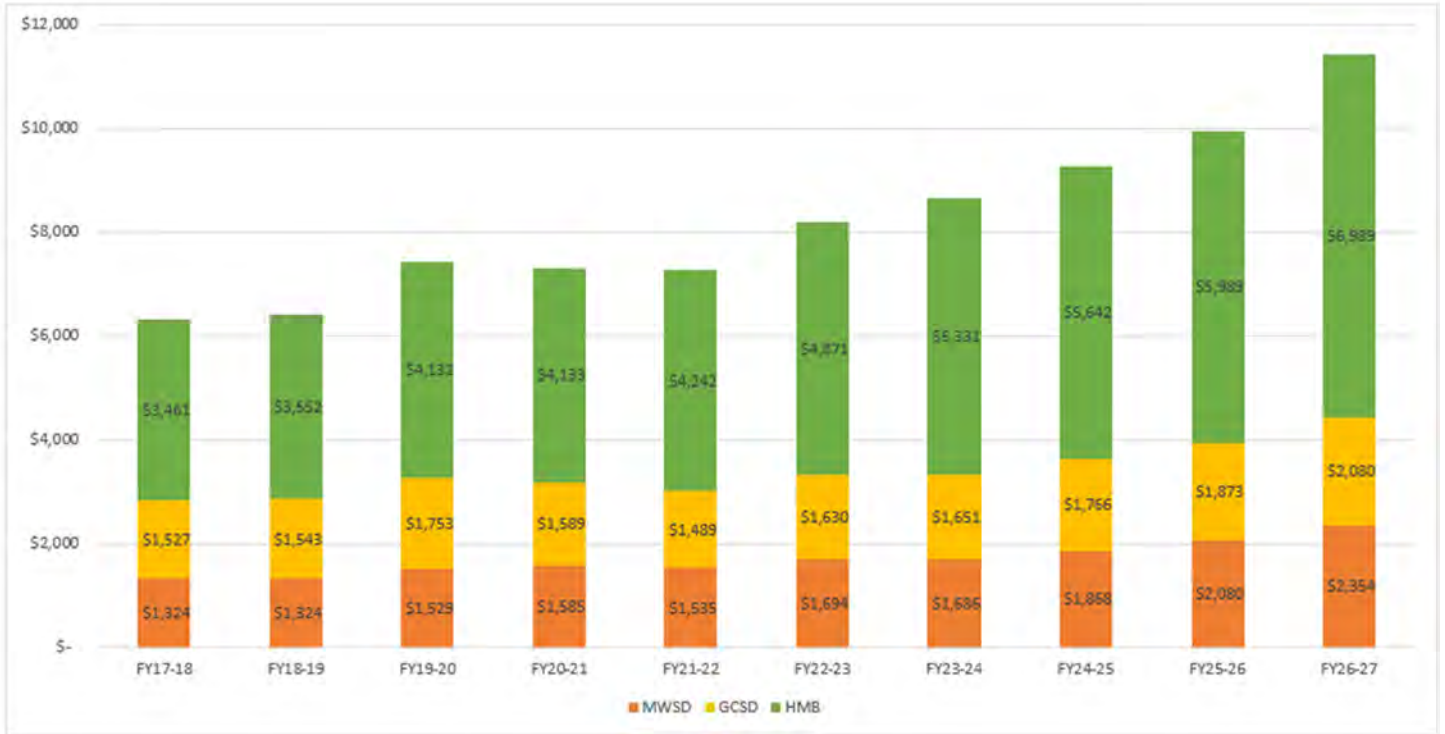
	<b>FY 2023/24 <u>Actual</u></b>	<b>FY 2024/25 <u>Actual</u></b>	<b>FY 2025/26 <u>Adopted</u></b>	<b>FY 2026/27 <u>Proposed</u></b>	<b>\$ <u>Change</u></b>	<b>% <u>Change</u></b>
<b>Half Moon Bay</b>	\$5,331,608	\$5,642,255	\$5,989,200	\$6,988,951	\$999,751	17%
<b>Granada CSD</b>	\$1,651,497	\$1,766,336	\$1,873,116	\$2,080,235	\$207,119	11%
<b>Montara WSD</b>	\$1,686,174	\$1,868,382	\$2,079,915	\$2,354,401	\$274,486	13%
<b>Total</b>	<b>\$8,669,279</b>	<b>\$9,273,973</b>	<b>\$9,942,231</b>	<b>\$11,423,588</b>	<b>\$1,481,357</b>	<b>15%</b>

\* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2026-27  
Based on Calendar Year 2025 Flow**



## Assessments History by Agency (in 1,000's)



## OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	
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VARIANCE FY26/27 versus FY25/26
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### EXPENDITURES

					Over/(Under)	
<u>Personnel</u>						
1	Wages	1,770,658	1,786,300	1,799,105	1,906,100	119,800      7%
2	Premium Pay	166,455	144,100	142,859	172,000	27,900      19%
3	Health Benefits	306,074	354,596	334,360	400,750	46,154      13%
4	Retirement Cont.	762,068	541,000	544,707	591,400	50,400      9%
5	Retiree Med/OPEB	36,364	44,960	42,713	62,850	17,890      40%
6	Misc. Benefits	103,703	110,856	102,986	112,050	1,194      1%
7	Subtotal	3,145,322	2,981,812	2,966,729	3,245,150	263,338      9%
<u>Non-Personnel</u>						
8	Legal Services	237,120	235,000	173,818	200,000	(35,000)    (15%)
9	Engineering Services	254,378	150,243	155,347	160,800	10,557      7%
10	Professional Services	863,526	909,600	1,065,516	965,625	56,025      6%
11	Prof. Memberships	88,269	60,001	75,269	76,200	16,199      27%
12	Insurance Premiums	236,925	249,982	255,390	265,000	15,018      6%
13	Misc. Expenses	117,100	86,566	122,960	120,800	34,234      40%
14	Utilities	750,671	806,297	816,601	839,300	33,003      4%
15	Travel & Training	51,386	57,011	57,396	64,400	7,389      13%
16	Equipment Rental	25,756	27,875	22,674	29,300	1,425      5%
17	Bldg & Maint Services	166,137	148,100	132,108	176,000	27,900      19%
18	Chemicals	403,961	445,863	338,720	470,000	24,137      5%
19	Permits & Licenses	60,014	55,997	59,283	62,100	6,103      11%
20	Supplies	96,304	120,178	124,058	128,450	8,272      7%
21	Equipment	12,587	12,741	15,487	417,000	404,259    3173%
22	Infrastructure (***)	3,389,937	3,645,000	4,024,505	4,250,000	605,000    17%
23	Claims/Penalties (**)	-	80,000	70,000	85,000	5,000      6%
25	Subtotal	6,754,068	7,090,454	7,509,133	8,309,975	1,219,521    17%

### Key Changes

Personnel costs: Increase due COLA and Merit increases and labor negotiations	\$ 263,338
Legal Services: Decrease expected due to conclusion of labor negotiations	\$ (35,000)
Professional Services: Increase due to estimates based on Year-to-Date Actuals	\$ 56,025
Utilities: Increase due to estimates based on Year-to-Date Actuals	\$ 33,003
Equipment: Increase due to inclusion of Non-Project plant repairs	\$ 404,259
Chemicals: Based on Year-to-Date Actuals	\$ 24,137
Insurance Premiums: Increase due to estimates based on Year-to-Date Actuals	\$ 15,018
All other Operating Expenses: Increase due to CPI and adjustments to other operating expenses	\$ 117,079
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 877,859</b>
Infrastructure: Increase result of CIP (includes engineering costs, reclassified)	\$ 605,000
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 1,482,859</b>

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED
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VARIANCE FY26/27 versus FY25/26	
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**REVENUE**

**By Type:**

27 JPA Assessments	9,276,973	9,942,231	9,942,231	11,423,588	1,481,357	15%
28 NDWSCP Fees	61,609	60,035	50,639	53,037	(6,998)	(12%)
31 Interest Earnings	81,566	70,000	83,210	78,500	8,500	12%
32 Misc. Revenue	387,448	-	59,745	-	-	-
<b>34 REVENUE TOTAL</b>	<b>9,807,596</b>	<b>10,072,266</b>	<b>10,135,825</b>	<b>11,555,125</b>	<b>1,482,859</b>	<b>15%</b>

**By Agency:**

35 Half Moon Bay	5,642,255	5,989,200	5,989,200	6,988,951	999,751	17%
36 Granada CSD	1,766,336	1,873,116	1,873,116	2,080,235	207,119	11%
37 Montara WSD	1,868,383	2,079,915	2,079,915	2,354,401	274,486	13%
<b>38 TOTAL</b>	<b>9,276,974</b>	<b>9,942,231</b>	<b>9,942,231</b>	<b>11,423,588</b>	<b>1,481,357</b>	<b>15%</b>

**Key Changes**

Assessments reflect Increased funding for Infrastructure Projects, Maintenance, Staff

**TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE**

\$ 1,481,357

\$ 1,481,357

## FINANCIAL DETAILS

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The following is a list of key budget lines for FY2025/26 and 2026/27 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2025/26</u>	<u>FY 2026/27</u>
1. <u>Wages</u> Increase is a result of PY COLA & Merit increase being estimated higher than necessary.	\$1,786,300	\$1,906,100
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times.	\$144,100	\$172,000
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$354,596	\$400,750
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits as well as the unfunded liability.	\$541,000	\$591,400
5. <u>Retiree Medical/OPEB</u> Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$44,960	\$62,850
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$110,856	\$112,050
7. <b>Personnel Subtotal</b> Subtotal of all wage and benefit costs.	<b>\$2,981,812</b>	<b>\$3,245,150</b>
8. <u>Legal Services</u> Includes general counsel and employment legal fees	\$235,000	\$200,000
9. <u>Engineering Services</u> Increased to provide design and project management related to treatment division.	\$150,243	\$160,800

Budget Line #	FY 2025/26	FY 2026/27
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$909,600	\$965,625
11. <u>Professional Memberships</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$60,001	\$76,200
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$249,982	\$265,000
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$86,566	\$120,800
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$806,297	\$839,300
15. <u>Travel &amp; Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$57,011	\$64,400
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$27,875	\$29,300
17. <u>Building &amp; Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$148,100	\$176,000
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$445,863	\$470,000

Budget Line #	FY 2025/26	FY 2026/27
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$55,997	\$62,100
20. Supplies Office, computer, breakroom, and safety supplies.	\$120,178	\$128,450
21. <u>Equipment Purchase</u> Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,741	\$417,000
22. <u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated.	\$3,645,000	\$4,250,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$80,000	\$85,000
25. <b>Non-Personnel Subtotal</b> Subtotal of all costs not associated with wages and benefits.	<b>\$7,090,454</b>	<b>\$8,309,975</b>
26. <b>Total</b> Total of all costs (sum of Personnel and Non-Personnel subtotals).	<b>\$10,072,266</b>	<b>\$11,555,125</b>

# ADMINISTRATIVE SERVICES

## By Category

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED
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VARIANCE FY26/27 versus FY25/26
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### EXPENDITURES

#### Personnel

1 Wages	666,317	629,300	634,063	661,100	31,800	5%
2 Premium Pay	18,903	11,000	13,432	16,000	5,000	45%
3 Health Benefits	87,403	88,985	71,871	79,500	(9,485)	(11%)
4 Retirement Cont.	340,271	93,000	54,354	57,700	(35,300)	(38%)
5 Retiree Med/OPEB	28,400	13,500	17,509	28,100	14,600	108%
6 Misc. Benefits	29,693	28,800	20,948	18,800	(10,000)	(35%)
7 Subtotal	1,170,987	864,585	812,177	861,200	(3,385)	(0%)

#### Non-Personnel

8 Legal Services	237,120	235,000	173,818	200,000	(35,000)	(15%)
9 Engineering Services	20,698	-	-	-	-	-
10 Professional Services	220,751	226,164	283,075	252,025	25,861	11%
11 Prof. Memberships	77,201	46,515	61,210	62,000	15,485	33%
12 Insurance Premiums	236,925	249,982	255,390	265,000	15,018	6%
13 Misc. Expenses	95,965	64,590	86,090	92,700	28,110	44%
14 Utilities	27,621	34,250	21,653	22,300	(11,950)	(35%)
15 Travel & Training	8,586	5,335	7,403	6,600	1,265	24%
16 Equipment Rental	8,294	7,875	8,101	8,300	425	5%
17 Bldg & Maint Services	33,150	34,131	46,200	47,000	12,869	38%
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	10,738	12,844	16,936	13,600	756	6%
21 Equipment	-	2,637	5,087	6,000	3,363	128%
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	10,000	10,000	10,000	-	0%
25 Subtotal	977,048	929,322	974,963	985,525	56,203	6%

Over/(Under)

## ADMINISTRATIVE SERVICES

By Category

	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	1,839,212	1,723,907	1,723,907	1,768,225	44,318	3%
28 Other Revenue	5,537	-	-	-	-	-
31 Interest Earnings	81,566	70,000	83,210	78,500	8,500	12%
32 Misc. Revenue - Grant	387,448	-	59,745	-	-	-
<b>34 REVENUE TOTAL</b>	<b>2,313,762</b>	<b>1,793,907</b>	<b>1,866,862</b>	<b>1,846,725</b>	<b>52,818</b>	<b>3%</b>
<b>By Agency:</b>						
35 Half Moon Bay	1,118,609	1,038,482	1,038,482	1,081,800	43,318	4%
36 Granada CSD	350,186	324,784	324,784	321,994	(2,790)	(1%)
37 Montara WSD	370,417	360,641	360,641	364,431	3,790	1%
<b>38 TOTAL</b>	<b>1,839,212</b>	<b>1,723,907</b>	<b>1,723,907</b>	<b>1,768,225</b>	<b>44,318</b>	<b>3%</b>

### Key Changes

Personnel Costs: Expected reduction of hours for admin division employee	\$ (3,385)
Legal Services: Decrease expected due to conclusion of labor negotiations	\$ (35,000)
Professional Services	\$ 25,861
Insurance Premiums: Increased based on expected increase in premiums	\$ 15,018
Claims/Penalties	\$ 0
All other Operating Expenses: Increase due to CPI and adjustments to other operating expenses	50,324
<b>TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE</b>	<b>\$ 52,818</b>

### Key Changes

Assessments reflect increases in Professional Services and Insurance Premiums	\$ 44,318
<b>Key Changes TOTAL ADMINISTRATION REVENUE BUDGET INCREASE</b>	<b>\$ 44,318</b>

## TREATMENT By Category

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED
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VARIANCE FY26/27 versus FY25/26
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Over/(Under)

### EXPENDITURES

		FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	Over/(Under)
<u>Personnel</u>							
1	Wages	1,061,123	1,114,500	1,121,792	1,200,000	85,500	8%
2	Premium Pay	145,533	131,000	127,357	153,000	22,000	17%
3	Health Benefits	211,797	257,600	255,723	312,800	55,200	21%
4	Retirement Cont.	396,008	424,000	460,673	501,200	77,200	18%
5	Retiree Med/OPEB	7,897	30,785	24,543	34,000	3,215	10%
6	Misc. Benefits	71,597	78,641	79,357	89,800	11,159	14%
7	Subtotal	1,893,954	2,036,526	2,069,445	2,290,800	254,274	12%
<u>Non-Personnel</u>							
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	233,680	150,243	155,347	160,800	10,557	7%
10	Professional Services	555,548	579,127	667,594	601,600	22,473	4%
11	Prof. Memberships	11,068	13,486	14,059	14,200	714	5%
12	Insurance Premiums	-	-	-	-	-	-
13	Misc. Expenses	21,069	21,976	36,713	28,100	6,124	28%
14	Utilities	723,050	772,047	794,948	817,000	44,953	6%
15	Travel & Training	42,510	51,171	49,743	57,200	6,029	12%
16	Equipment Rental	17,462	20,000	14,574	21,000	1,000	5%
17	Bldg & Maint Services	132,987	113,969	85,908	129,000	15,031	13%
18	Chemicals	400,476	442,363	334,158	465,000	22,637	5%
19	Permits & Licenses	60,014	55,997	59,283	62,100	6,103	11%
20	Supplies	67,189	84,336	84,352	89,850	5,514	7%
21	Equipment	10,361	10,104	10,400	411,000	400,896	3968%
22	Infrastructure	1,311	-	860,238	-	-	-
23	Claims/Penalties	-	70,000	60,000	75,000	5,000	7%
25	Subtotal	2,276,725	2,384,819	3,227,318	2,931,850	547,031	23%

### Key Changes

Personnel Costs: Increase due COLA and merit increases as well as the cost of Benefits	\$ 254,274
Utilities	\$ 44,953
Professional Services	\$ 22,473
Equipment	\$ 400,896
Chemicals	\$ 22,637
All other operating expenses: Increase due to CPI and adjustments to other Operating Expenses	\$ 56,072

**TOTAL TREATMENT EXPENDITURES BUDGET INCREASE**

\$ 801,305

**TREATMENT**  
By Category

	<b>FY 2024/25 ACTUAL</b>	<b>FY 2025/26 ADOPTED</b>	<b>FY 2025/26 PROJECTED</b>	<b>FY 26/27 PROPOSED</b>	<b>VARIANCE FY26/27 versus FY25/26</b>	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	4,185,865	4,361,311	4,361,311	5,169,613	808,302	19%
28 NDWSCP Fees	56,072	60,035	50,639	53,037	(6,998)	(12%)
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>4,241,937</b>	<b>4,421,346</b>	<b>4,411,950</b>	<b>5,222,650</b>	<b>801,304</b>	<b>18%</b>
<b>By Agency:</b>						
35 Half Moon Bay	2,545,843	2,627,254	2,627,254	3,162,769	535,515	20%
36 Granada CSD	796,989	821,671	821,671	941,387	119,716	15%
37 Montara WSD	843,033	912,386	912,386	1,065,457	153,071	17%
<b>38 TOTAL</b>	<b>4,185,865</b>	<b>4,361,311</b>	<b>4,361,311</b>	<b>5,169,613</b>	<b>808,302</b>	<b>19%</b>

**Key Changes**

Assessments reflect net increased funding for Personnel, Utilities, Chemicals & Equipment

**TOTAL TREATMENT REVENUE BUDGET INCREASE**

\$ 808,302
\$ 808,302

**ENVIRONMENTAL COMPLIANCE  
By Category**

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED
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VARIANCE FY26/27 versus FY25/26
------------------------------------

**EXPENDITURES**

Personnel

	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	Over/(Under)	
1 Wages	43,219	42,500	43,250	45,000	2,500	6%
2 Premium Pay	2,019	2,100	2,070	3,000	900	43%
3 Health Benefits	6,875	8,011	6,766	8,450	439	5%
4 Retirement Cont.	25,789	24,000	29,680	32,500	8,500	35%
5 Retiree Med/OPEB	67	675	661	750	75	11%
6 Misc. Benefits	2,413	3,415	2,680	3,450	35	1%
7 Subtotal	80,380	80,701	85,107	93,150	12,449	15%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	87,226	104,309	114,847	112,000	7,691	7%
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	66	-	157	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	290	505	250	600	95	19%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	3,486	3,500	4,562	5,000	1,500	43%
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	18,376	22,998	22,770	25,000	2,002	9%
21 Equipment	2,226	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	111,670	131,312	142,586	142,600	11,288	9%

**Key Changes**

Personnel Costs: Increase due to Merit and COLA increases	\$ 12,449
Professional Services: based on current trends	\$ 7,691
Net increase in Wages, Utilities, Services, and Supplies	\$ 3,597
<b>TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET INCREASE</b>	<b>\$ 23,737</b>

**ENVIRONMENTAL COMPLIANCE  
By Category**

	<b>FY 2024/25 ACTUAL</b>	<b>FY 2025/26 ADOPTED</b>	<b>FY 2025/26 PROJECTED</b>	<b>FY 26/27 PROPOSED</b>	<b>VARIANCE FY26/27 versus FY25/26</b>	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	251,896	212,013	212,013	235,750	23,737	11%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>251,896</b>	<b>212,013</b>	<b>212,013</b>	<b>235,750</b>	<b>23,737</b>	<b>11%</b>
<b>By Agency:</b>						
35 Half Moon Bay	153,203	127,717	127,717	144,232	16,515	13%
36 Granada CSD	47,961	39,943	39,943	42,930	2,987	7%
37 Montara WSD	50,732	44,353	44,353	48,588	4,235	10%
<b>38 TOTAL</b>	<b>251,896</b>	<b>212,013</b>	<b>212,013</b>	<b>235,750</b>	<b>23,737</b>	<b>11%</b>

**Key Changes**

Assessments reflect Increased funding for Wages, Benefits, and Other Expenses	\$ 23,737
<b>TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET INCREASE</b>	<b>\$ 23,737</b>

## INFRASTRUCTURE By Category

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED
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VARIANCE FY26/27 versus FY25/26
---------------------------------------

### EXPENDITURES

Over/(Under)

		FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED		
<u>Personnel</u>							
1	Wages	-	-	-	-	-	-
2	Premium Pay	-	-	-	-	-	-
3	Health Benefits	-	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-	-
5	Retiree Med/OPEB	-	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-	-
7	Subtotal	-	-	-	-	-	-
<u>Non-Personnel</u>							
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	-	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-	-
14	Utilities	-	-	-	-	-	-
15	Travel & Training	-	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-
18	Chemicals	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	-	-	-	-	-	-
21	Equipment	-	-	-	-	-	-
22	Infrastructure (A)	3,388,625	3,645,000	3,164,267	4,250,000	605,000	17%
23	Claims/Penalties	-	-	-	-	-	-
25	Subtotal	3,388,625	3,645,000	3,164,267	4,250,000	605,000	17%

### Key Changes

Increased to address the projects identified in the FY2026-27 Capital Improvement Plan Budget

**TOTAL INFRASTRUCTURE EXPENDITURES BUDGET INCREASE**

\$ 605,000

## INFRASTRUCTURE By Category

	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	3,000,000	3,645,000	3,645,000	4,250,000	605,000	17%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>3,000,000</b>	<b>3,645,000</b>	<b>3,645,000</b>	<b>4,250,000</b>	<b>605,000</b>	<b>17%</b>
<b>By Agency:</b>						
35 Half Moon Bay	1,824,600	2,195,748	2,195,748	2,600,150	404,402	18%
36 Granada CSD	571,200	686,718	686,718	773,925	87,207	13%
37 Montara WSD	604,200	762,534	762,534	875,925	113,391	15%
<b>38 TOTAL</b>	<b>3,000,000</b>	<b>3,645,000</b>	<b>3,645,000</b>	<b>4,250,000</b>	<b>605,000</b>	<b>17%</b>

### Key Changes

Increased to address the projects identified in the FY2026-27 Capital Improvement Plan Budget

**TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE**

\$ 605,000

## HIGHLIGHTS

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- Infrastructure Projects addressed in FY 2025/26
  - ✓ SAM Force Main Refurbishment Montara Segment – Progressive Design Build in Progress
  - ✓ Completed installation of Boiler #1. Awaiting Boiler #2.
  - ✓ Electrical Building Relocation- Design in Progress.
  - ✓ Completed Installation of Primary Sludge Pumps
  - ✓ Completed Installation of Grit Pumps
  - ✓ Completed installation of #3 Water Pumps

Project: **Rehabilitation of SAM Force Main situated in Montara**

Priority: Rehabilitation/Replacement/Safety

The SAM Force Main situated in Montara Rehabilitation (MFM) Project addresses aging, at-risk pipeline within the Intertie Pipeline System. The MFM conveys wastewater from the Montara and Moss Beach communities to SAM’s Wastewater Treatment Plant in Half Moon Bay. The MFM is approximately 16,750 feet in length, ranging from 12 to 14-inches in diameter and was constructed of ductile iron pipe (DIP) in the early 1980s.

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the MFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the MFM project before June 30, 2026.



**CIP Total Cost:** \$10,000,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging force main to mitigate sanitary sewer overflows, human health risks, environmental damages, and other regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2024/25	FY2025/26	FY2026/27	FY 2027/28	FY 2028/29
10.160M	3.0M	3.510M	3.65M	-	-

**SEWER AUTHORITY MID-COASTSIDE**  
CAPITAL IMPROVEMENT PROGRAM FY2026 - FY2027

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### Project: Replace Effluent Pumps 1, 2, and 3

This project involves replacing effluent pumps/motors 1, 2, and 3. These pumps are old and exceeded their useful lives. These pumps are no longer manufactured and replacement parts must be custom fabricated when necessary. Equipment have been purchased and require installation.



Effluent pumps 1, 2, and 3

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**CIP Total Cost:** \$450,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program

**Reason:** This project is a priority because these pumps are responsible for conveying all flow out of the WWTP during storm events and high tide when ocean outfall can no longer flow by gravity. Since the WWTP could potentially flood in an event such as this, the pumps must be maintained in peak reliable condition at all times.

#### Annual Cost Distribution and Schedule

CIP Total	FY2026				
450,000	450,000				

**SEWER AUTHORITY MID-COASTSIDE**  
**CAPITAL IMPROVEMENT PROGRAM FY2026 - FY2027**

**Project: Montara Pump Station - Replace Pump 1**

Priority: Rehabilitation/Replacement

This project involves replacing pumps No. 1 at the Montara Pump Station with submersible grinder style pump similar to pump No. 3. This pump has been purchased and needs to be installed.



**CIP Total Cost:** \$100,000

**Project Funding:** This project will be funded by SAM's Infrastructure Program

**Basis of Priority:** This is a discretionary project that will benefit the performance and reliability of the Montara Pump Station by replacing pump No. 1 with a higher efficiency grinder style pump.

**Annual Cost Distribution and Schedule**

CIP Total	FY2026				
100,000	100,000				

**SEWER AUTHORITY MID-COASTSIDE**  
**CAPITAL IMPROVEMENT PROGRAM FY2026 - FY2027**

**Project: Portola Pump Station - Replace Pump 1**

Priority: Rehabilitation/Replacement

This project replaces pump 1. Pump 1 is the most frequently used pump at the station and sees the most run time. The pump is old and comprised of multiple different parts of varying age and presumed reliability. The pump has been purchased and needs to be installed.



Pumps 1, 2, 3, and 4 (from left to right)

**CIP Total Cost:** \$50,000

**Project Funding:** This project will be funded by SAM's Infrastructure Program

**Basis of Priority:** This project is a priority since the components of pump are old and require replacement.

**Annual Cost Distribution and Schedule**

CIP Total	FY2026				
50,000	50,000				

## Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<b><u>Administrative Services:</u></b>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<b><u>Operations &amp; Maintenance:</u></b>	
<i>Engineering &amp; Construction Contracts Manager (Defunded)</i>	0.0
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	2.0
Lead Operator	4.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<b><u>Environmental Compliance:</u></b>	
Supervisor of Treatment / Field Operations	.25
<b>Total Authorized – General Budget</b>	<b>13.0</b>
<b><u>Collection Services:</u></b>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
<b>Total Authorized – Collections Services</b>	<b>4.0</b>
<b>Grand Total Authorized Authority</b>	<b>17.0</b>



## GRANADA COMMUNITY SERVICES DISTRICT

### RESOLUTION NO. 2026-01

#### RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE GENERAL BUDGET FOR FISCAL YEAR 2026/27

The Board of Directors of the Granada Community Services District finds and determines as follows:

**WHEREAS**, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F) (3) of the Joint Powers Agreement, dated February 3, 1976, as amended, creating said Authority, has submitted its General Budget for fiscal year 2026/27 to its member agencies for review and approval; and

**WHEREAS**, the Sewer Authority Mid-Coastside General Budget consists of the Administrative Services division, the Treatment division, the Environmental Compliance division, and the Infrastructure division for Fiscal Year 2026/27; and

**WHEREAS**, in past years funds allocated to individual projects in the Infrastructure section of the General budget have been expended not solely to those individual projects as specified in the approved budget, but have also been used for past Infrastructure projects and for Administration and Operations cost overruns; and

**WHEREAS**, the Joint Powers Agreement (“JPA”) governs budgets and funds provided to the Sewer Authority Mid-Coastside by the Granada Community Services District, Montara Water and Sanitary District and the City of Half Moon Bay (collectively “Member Agencies”); and

**WHEREAS**, Section V.(E) of the JPA provides that expenditures are to be made “within the designations and limitations of approved” budgets; and

**WHEREAS**, Section V.(F) of the JPA provide, “After completion of the purpose for which funds were provided to the Authority by a member agency, any surplus money shall be returned to that member agency in proportion to the funds (excluding interest) so provided”; and

**WHEREAS**, the JPA does not permit amounts provided by the Member Agencies for designated purposes to be spent for a different purpose;

**WHEREAS**, the Board of Directors of the Granada Community Services District is approving the General Budget, including the Infrastructure section, on condition that funds allocated to individual projects within the Infrastructure section of the General Budget be expended only for the project to which they are allocated and that such amounts allocated may be not be reallocated for any other purpose by staff or the Board of Directors of the Sewer Authority Mid-Coastside; and

**WHEREAS**, the Board of Directors of the Granada Community Services District has duly reviewed and considered said General Budget and desires to signify its approval thereof;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Granada Community Services District, as follows:

1. The Board of Directors of the Granada Community Services District has approved the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2026/27, subject to the condition stated below, at the GCSO May 21, 2026 Board Meeting, and consents to the final approval of said General Budget by the Sewer Authority Mid-Coastside.
2. GCSO's approval of the SAM General Budget, including the Infrastructure section, is subject to the condition that funds allocated to individual projects within the Infrastructure section of the General Budget shall be expended only for the project to which they are allocated and that such amounts allocated may be not be reallocated for any other purpose by staff or the Board of Directors of the Sewer Authority Mid-Coastside.

The Board Secretary shall transmit a copy of this Resolution to the Sewer Authority Mid-Coastside.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District held on the 21<sup>st</sup> day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

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Hope Atmore, District Board Secretary



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: SAM Collections Services Budget for Fiscal Year 2026/27  
Date: May 21, 2026

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Attached for the board's review is the FY 2026/27 SAM Draft Collections Services Budget and staff report as approved at the March 9<sup>th</sup> SAM board meeting for circulation to the member agencies.

The proposed Collections Budget shows an increase of \$149,000 in expenses, or 20% over last year's budget. The majority of that increase is due to an increase in personnel costs of \$128,000, and an additional of \$12,000 in insurance fees.

The collections crew from SAM has provided us with great service over the past several years, and have really been instrumental in reducing our spill and incident rates from 10 years ago.

For background, while the SAM General Budget (Administration, Operations, and Infrastructure) is governed by the 1979 JPA Agreement, the SAM Collections Services budget is governed by a completely separate 1988 agreement between GCSD and SAM.

It is our recommendation that your board approve the attached SAM Collections Services Budget.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** **Discuss Proposed Contract Collection Services Budget for FY 2026/27 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

---

#### **Executive Summary**

The purpose of the report is to discuss the Contract Collection Services Budget for FY 2026/27 and authorize the General Manager to submit it to the Member Agencies for approval.

#### **Fiscal Impact**

This contract is separate from the SAM Operating Budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2026/27 is \$912,935. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$149,379 from FY 2025/2026. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2026/2027 budgeted member agency Collections Assessment has been increased by \$47,687. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2025 audited financial statements.

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

**Contract Fees for Each Contracting Agency**

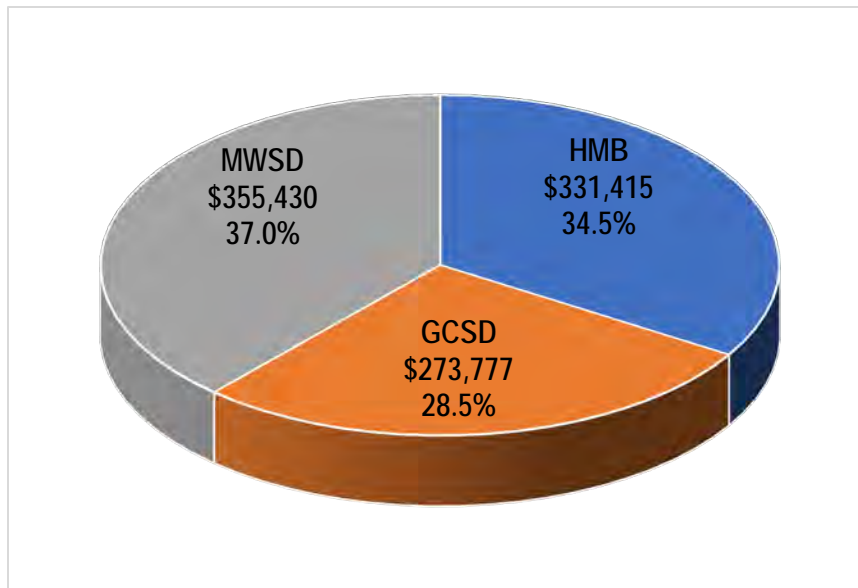
	FY 2023-24 Actual	FY 2024-25 Actual	FY 2025-26 Adopted	FY 2026-27 Proposed	\$ Change	% Change
Half Moon Bay	\$ 263,824	\$ 212,209	\$ 233,665	\$ 331,415	\$ 97,750	42%
Granada CSD	\$ 217,267	\$ 174,761	\$ 192,431	\$ 273,777	\$ 81,346	42%
Montara WSD	\$ 294,862	\$ 237,175	\$ 261,155	\$ 355,430	\$ 94,275	36%
	\$ 775,953	\$ 624,145	\$ 687,251	\$ 960,622	\$273,371	40%

The pie-chart below details the allocation of the proposed budget for each Member Agency

**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: “SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”

**Background and Discussion/Report**



The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is

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

for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Couple of years back, the Member Agency Managers, the SAM Manager, and consultants worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

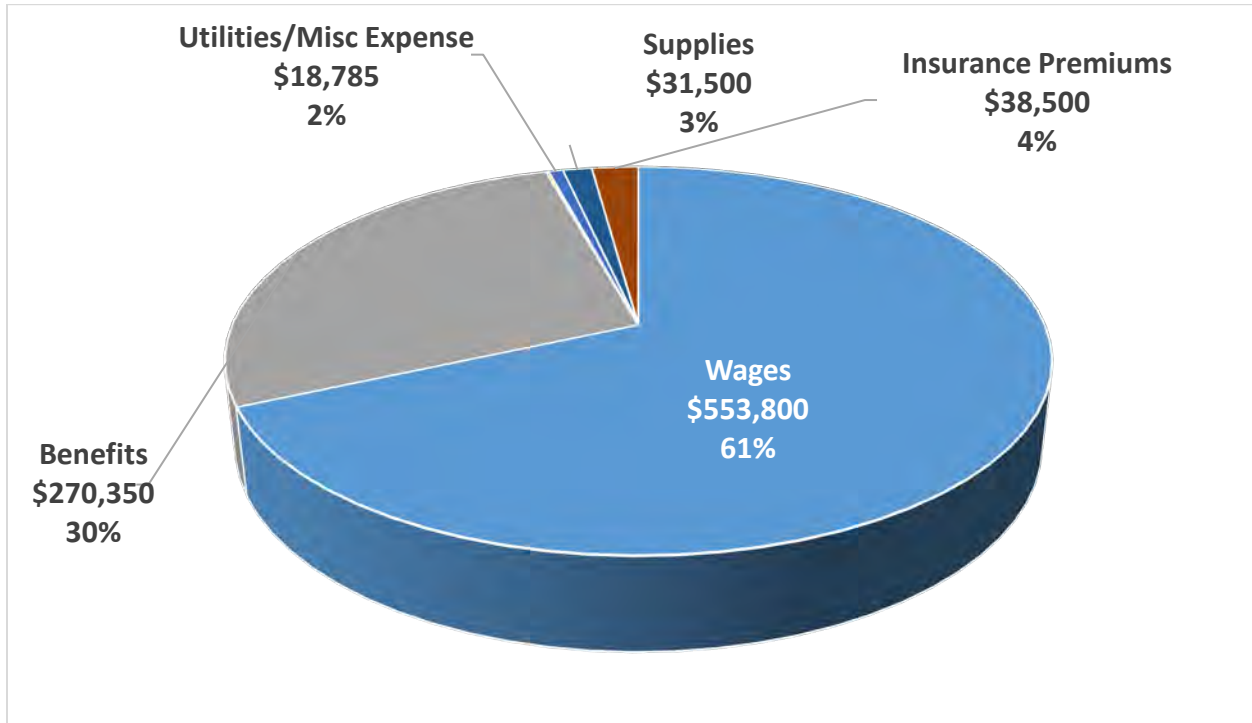
Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

*The pie chart on the next page details budget expenditures.*

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



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (91%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Insurance Premiums & the cost of supplies estimated to be \$38,500 and \$31,500 respectively. All other costs combined are around 2% of the total overall budget.

**Significant Changes to the Budget:**

1. Increase of Personnel expenses by \$79,527 based on the approved MOU increase of 4% COLA and applicable step increase which is 3%.

**Staff Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2026/27 to the participating agencies for approval.

**Supporting Documents**

Attachment A: Contract Collection Services Budget for FY 2026/27

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

**CONTRACT COLLECTION SERVICES BUDGET  
Consolidated (Half Moon Bay, GCSD, MWSD)**

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26
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**EXPENDITURES**

Under/(Over)

	FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26
<b>Personnel</b>					
1 Wages	428,087	411,473	465,000	491,000	79,527 19%
2 Premium Pay	56,738	62,809	56,631	62,800	(9) (0%)
3 Health Benefits	131,782	147,525	145,948	172,900	25,375 17%
4 Retirement Cont.	33,869	35,250	46,674	49,550	14,300 41%
5 Retiree Med/OPEB	658	7,300	7,650	9,000	1,700 23%
6 Misc. Benefits	26,968	30,921	31,889	38,900	7,979 26%
7 Subtotal	678,102	695,278	753,790	824,150	128,872 19%
<b>Non-Personnel</b>					
8 Legal Services	-	-	-	-	- -
9 Engineering Services	-	-	-	-	- -
10 Professional Services	41	-	-	-	- -
11 Prof. Memberships	-	-	-	-	- -
12 Insurance Premiums	33,403	26,038	36,217	38,500	12,462 48%
13 Misc. Expenses	4,615	5,926	5,416	6,915	989 17%
14 Utilities	5,804	7,151	6,950	7,620	469 7%
15 Travel & Training	2,324	2,815	2,625	4,250	1,435 51%
16 Equipment Rental	-	-	-	-	- -
17 Bldg & Maint Services	-	-	-	-	- -
18 Chemicals	-	-	-	-	- -
19 Permits & Licenses	-	-	-	-	- -
20 Supplies	16,856	26,348	29,154	31,500	5,152 20%
21 Equipment	-	-	-	-	- -
22 Infrastructure	-	-	-	-	- -
23 Claims/Penalties	-	-	-	-	- -
24 Repairs & Maintenance	-	-	-	-	- -
25 Subtotal	63,042	68,278	80,362	88,785	20,507 30%
26 TOTAL	741,144	763,556	834,152	912,935	149,379 20%

FY 2024/25 ACTUAL	FY 2025/26 ADOPTED	FY 2025/26 PROJECTED	FY 26/27 PROPOSED	VARIANCE FY26/27 versus FY25/26
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**REVENUE**

**By Type:**

27 JPA Assessments	624,145	763,556	687,251	912,935	149,379 20%
28 NDWSCP Fees	-	-	-	-	- -
31 Interest Earnings	-	-	-	-	- -
32 Misc. Revenue	-	-	-	-	- -
33 (From)/To Reserves (*)	-	(76,305)	-	47,687	- -
34 REVENUE TOTAL	624,145	687,251	687,251	960,622	149,379 22%

**By Agency:**

35 Half Moon Bay	212,209	233,665	233,665	331,415	97,750 42%
36 Granada CSD	174,761	192,431	192,431	273,777	81,346 42%
37 Montara WSD	237,175	261,155	261,155	355,430	94,275 36%
38 TOTAL	624,145	687,251	687,251	960,622	273,371 40%

**PASS THROUGH**

17A Pass Through Expenses	297,736
29 Pass Through Revenue	297,736
<b>Balance</b>	-

(\*) Figure represents difference between collections assessments received from Member Agencies & Collections expenditures as noted in the FY 24-25 audited financial statements and added to the budgeted expense.



## GRANADA COMMUNITY SERVICES DISTRICT

### RESOLUTION NO. 2026-02

#### **RESOLUTION APPROVING THE SEWER AUTHORITY MID-COASTSIDE CONTRACT COLLECTION SERVICES BUDGET FOR FISCAL YEAR 2026/27**

**WHEREAS**, the Sewer Authority Mid-Coastside (SAM) and the Granada Community Services District (District) entered into an agreement dated April 25, 1988 titled *Agreement for Maintenance and Operations Services between the Granada Sanitary District and Sewer Authority Mid-Coastside* (Agreement); and

**WHEREAS**, the Agreement provides for the District to contract with SAM to provide cleaning and minor operations and maintenance of the District's sewerage collection system on behalf of the District; and

**WHEREAS**, the Agreement stipulates that SAM will prepare a collection services budget for each fiscal year the Agreement is in force, and that the District shall review and subsequently approve said budget for each fiscal year; and

**WHEREAS**, the Board of Directors of the Granada Community Services District has duly reviewed the Contract Collection Services Budget for Fiscal Year 2026/27 as submitted by SAM and desires to signify its approval thereof;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Granada Community Services District, as follows:

1. The Board of Directors of the Granada Community Services District has approved the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2026/27 at the GCSD May 21, 2026 Board Meeting.

The above and foregoing Resolution was duly and regularly passed and adopted at a meeting of the Board of Directors of the District held on the 21<sup>st</sup> day of May 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

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Hope Atmore, District Board Secretary



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: GCSD Sewer and Parks and Recreation District Budgets – FY 2026/27  
Date: May 21, 2026

---

Attached for your Board's consideration is the Fiscal Year 2026/27 Sewer District Budget and Parks and Recreation District Budget. The budget is presented to your board in May for comments, with final approval scheduled for the June meeting. Highlights from the budgets are listed below:

### **Sewer District Budget**

The overall sewer budget totals approximately \$4.76 million, compared to the prior year's budget of \$3.43 million. The majority of this budget increase is due to the SAM Montara Forcemain Project, for which our share is expected to be \$2.18 million. This budget incorporates the 2<sup>nd</sup> year of the district's 5 year sewer service charge increase from \$905 per ERU last fiscal year to \$950 per ERU for this fiscal year. Budget highlights include:

- Sewer Authority Mid-Coastside – SAM operates the SAM intertie pipeline system and the SAM treatment plant which transports and treats the District's sewage collected from our own system. Funding of SAM represents 83% of the district's expenditures for the coming fiscal year, which is more than the usual of 70% due to the Forcemain project.
- Sewer service charge revenues are due to increase \$157,000 for the coming fiscal year due to the 5% SSC increase to \$950 per ERU.
- We have delayed the 3<sup>rd</sup> phase of construction of our 6 year sewer main replacement program due to the SAM Forcemain project.
- Overall sewer expenditures including O&M and Capital costs for the past FY 25/26 are expected to be roughly \$253,000 less than expected revenues.
- GCSD FY 2026/27 administrative expenses are expected to be about \$43,000 (-5.3%) less than last year, mainly due to a decrease in legal costs related to the City of Half Moon Bay's lawsuit against us, which we subsequently won.

**Parks and Recreation District Budget**

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

- The FY 25/26 estimated revenues of \$1.63 million came in close to the budget of \$1.59 million.
- The FY 25/26 estimated administrative expenditures of \$283,000 came in close to the budget of \$265,000.
- For the Park and Recreation Center project, the FY 25/26 budget estimated costs of \$348,000 were on budget.
- For the coming fiscal year, the main addition to the parks budget is the Professional Services line item for the Granada Community Park and Recreation Center Project. That budget is set at \$2.34 million, and is a broad cost estimate based on percentages of construction cost estimates. There are two issues with this estimate: 1) the very broad based nature of the estimate; and 2) will we realistically get all this design work complete in the coming year. Our construction management consultant CPM is in the process of verifying these costs, so we should have a more accurate idea when your board sees the final budget in June for approval.

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT BUDGET  
FISCAL YEAR 2026/27**

	<b>FY 2025/26 Approved Budget</b>	<b>FY 2025/26 Projected Actual</b>	<b>Over/ (Under) Budget</b>	<b>FY 2026/27 Budget</b>
<b><u>SEWER - OPERATING REVENUES</u></b>				
1 . Annual Sewer Service Charges	\$ 2,926,500	\$ 2,936,500	\$ 10,000	\$ 3,084,400
2 . Reim. from A.D. - Salary and Overhead	\$ 37,440	\$ 37,440	\$ -	\$ 39,000
3 . Recology of the Coast Franchise Fee	\$ 46,000	\$ 45,000	\$ (1,000)	\$ 47,000
4 . 480 Ave. Alhambra Rent	\$ 54,000	\$ 54,000	\$ -	\$ -
5 . Miscellaneous	\$ 5,000	\$ 3,400	\$ (1,600)	\$ 5,000
<b>SUB-TOTAL OPERATING REVENUES</b>	\$ 3,068,940	\$ 3,076,340	\$ 7,400	\$ 3,175,400
 <b><u>SEWER - NON-OPERATING REVENUES</u></b>				
1 . Interest on Reserves	\$ 114,300	\$ 136,900	\$ 22,600	\$ 82,575
2 . Connection Fees	\$ 18,800	\$ 15,275	\$ (3,525)	\$ 18,800
3 . SAM Refund from Prior Year Allocation	\$ 1,000	\$ 50,740	\$ 49,740	\$ 1,000
<b>SUB-TOTAL NON-OPERATING REVENUES</b>	\$ 134,100	\$ 202,915	\$ 68,815	\$ 102,375
 <b>SEWER - TOTAL REVENUES</b>	 <b>\$ 3,203,040</b>	 <b>\$ 3,279,255</b>		 <b>\$ 3,277,775</b>

**Budget Revenue Assumptions:**

- 1 . 3,247 ERU's of sewer service charge at **\$950** per ERU
- 2 . 3.3% Interest on average yearly reserve
- 3 . 4 Connections at \$4700 per connection

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT BUDGET  
FISCAL YEAR 2026/27**

	<b>FY 2025/26 Approved Budget</b>	<b>FY 2025/26 Projected Actual</b>	<b>Over/ (Under) Budget</b>	<b>FY 2026/27 Budget</b>
<b><u>SEWER - SAM OPERATING EXPENSES *</u></b>				
1 . SAM General Budget - Treatment	\$ 821,671	\$ 821,671	\$ -	\$ 941,387
2 . SAM General Budget - Administration	\$ 324,784	\$ 324,784	\$ -	\$ 321,994
3 . SAM General Budget - Environmental Compliance	\$ 39,943	\$ 39,943	\$ -	\$ 42,930
4 . SAM General Budget - Infrastructure **	\$ 686,718	\$ 686,718	\$ -	\$ 2,294,460
5 . SAM Contract Collections Services	\$ 192,431	\$ 192,431	\$ -	\$ 273,777
Sub-Total SAM Operations Expenditures	\$ 2,065,547	\$ 2,065,547	\$ -	\$ 3,874,548

\* GCSD's share of the SAM General Budget for FY 2026/27 is 18.21%, which is based on percentage of flow into the treatment plant. Our share of the Collections Budget is based on estimated feet of sewer mainline cleaned.

\*\* Based on SAM General Manager Kishen Prathivadi's initial estimate that the SAM Montara force main project is expected to cost \$13-14 million, and SAM has already expended \$2 million of that, we are budgeting for our share of 18.21% of the \$12 million remaining and the \$600,000 in other projects in the Infrastructure budget.

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT BUDGET  
FISCAL YEAR 2026/27**

	<b>FY 2025/26 Approved Budget</b>	<b>FY 2025/26 Projected Actual</b>	<b>Over/ (Under) Budget</b>	<b>FY 2026/27 Budget</b>
<b>SEWER - GCSD ADMINISTRATIVE EXPENSES</b>				
1 . Accounting	\$ 37,440	\$ 37,200	\$ (240)	\$ 38,700
2 . Auditing	\$ 14,100	\$ 14,880	\$ 780	\$ 15,600
3 . Copier Lease	\$ 2,500	\$ 2,280	\$ (220)	\$ 2,400
4 . Directors' Compensation	\$ 11,250	\$ 8,550	\$ (2,700)	\$ 11,700
5 . Education & Travel Reimbursement	\$ 1,500	\$ 100	\$ (1,400)	\$ 1,560
6 . Employee Salaries	\$ 193,440	\$ 192,600	\$ (840)	\$ 203,100
7 . Employee Medical, Payroll Taxes, and Retirement	\$ 108,000	\$ 114,381	\$ 6,381	\$ 129,000
8 . Insurance	\$ 52,650	\$ 53,700	\$ 1,050	\$ 57,600
9 . Memberships	\$ 10,000	\$ 8,250	\$ (1,750)	\$ 8,700
10 . Office Lease	\$ 48,360	\$ 47,400	\$ (960)	\$ 49,200
11 . Office Maintenance, Repairs, and Supplies/Other Properties	\$ 15,000	\$ 77,100	\$ 62,100	\$ 15,600
12 . Video Taping of Board Meetings	\$ 3,900	\$ 3,600	\$ (300)	\$ 3,600
13 . Computers/IT Services	\$ 3,900	\$ 6,000	\$ 2,100	\$ 6,300
14 . Elections		\$ -		\$ 22,500
15 . Publications & Notices	\$ 7,020	\$ 2,000	\$ (5,020)	\$ 5,000
16 . Legal Services - General	\$ 31,200	\$ 30,000	\$ (1,200)	\$ 32,500
17 . Utilities	\$ 12,500	\$ 13,000	\$ 500	\$ 13,500
18 . Miscellaneous	\$ 10,000	\$ 200	\$ (9,800)	\$ 5,000
19 . Engineering Services	\$ 40,000	\$ 22,000	\$ (18,000)	\$ 30,000
20 . Lateral Repairs	\$ 10,000	\$ -	\$ (10,000)	\$ 10,000
21 . CCTV	\$ 30,000	\$ 35,000	\$ 5,000	\$ 35,000
22 . Legal Services - Project/Case Related	\$ 93,600	\$ 84,000	\$ (9,600)	\$ 5,000
23 . Lift Station and Mainline System Maintenance	\$ 28,000	\$ 32,000	\$ 4,000	\$ 15,000
24 . Professional Services - Sewer Related	\$ 64,000	\$ 66,800	\$ 2,800	\$ 68,000
Sub-Total GCSD Sewer Administration Expenditures	\$ 828,360	\$ 851,041	\$ 22,681	\$ 784,560
<b>SEWER - SUB-TOTAL EXPENDITURES (Operating and Administrative)</b>	<b>\$ 2,893,907</b>	<b>\$ 2,916,588</b>	<b>\$ 22,681</b>	<b>\$ 4,659,108</b>

**Administrative Expense Notes:**

- 1 . Items 1-14 are shared expenses between Sewer (75%) and Parks (25%)
- 2 . Items 15-17 are allocated by invoice
- 3 . Items 18-24 are 100% sewer

\$ 3,051,366

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT BUDGET  
FISCAL YEAR 2026/27**

	<b>FY 2025/26 Approved Budget</b>	<b>FY 2025/26 Projected Actual</b>	<b>Over/ (Under) Budget</b>	<b>FY 2026/27 Budget</b>
<b><u>SEWER - CAPITAL PROJECTS</u></b>				
1 . 6 Year Sewer Mainline Replacement Program (Phase 3)	\$ 450,000	\$ 109,000	\$ (341,000)	\$ 100,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 450,000</b>	<b>\$ 109,000</b>	<b>\$ (341,000)</b>	<b>\$ 100,000</b>
<b>SEWER TOTAL EXPENDITURES (Operations, Administration, and Cap</b>	<b>\$ 3,343,907</b>	<b>\$ 3,025,588</b>	<b>\$ (318,319)</b>	<b>\$ 4,759,108</b>
<b><u>SEWER - RESERVE FUND BALANCE</u></b>				
1 . Beginning Balance on July 1, 2026				\$ 3,926,500
2 . Transfer from Reserves to Operating Budget				\$ (1,481,333)
<b>SEWER RESERVE AT END OF FISCAL YEAR 2026/27</b>				<b>\$ 2,445,167</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

**PARKS AND RECREATION DISTRICT BUDGET  
FISCAL YEAR 2026/27**

<b><u>PARKS AND RECREATION - REVENUES</u></b>	<b><u>FY 2025/26 Approved Budget</u></b>	<b><u>FY 2025/26 Projected Actual</u></b>	<b><u>Over/ (Under) Budget</u></b>	<b><u>FY 2026/27 Budget</u></b>
1 . Property Tax Allocation	\$ 944,300	\$ 945,000	\$ 700	\$ 973,400
2 . Interest on Reserves	\$ 71,600	\$ 96,000	\$ 24,400	\$ 79,000
3 . ERAF Refund	\$ 550,000	\$ 572,831	\$ 22,831	\$ 570,000
4 . 480 Ave. Alhambra Rent	\$ 18,000	\$ 18,000	\$ -	\$ -
5 . Miscellaneous	\$ 5,000	\$ 5,400	\$ 400	\$ 5,000
<b>PARKS AND RECREATION - TOTAL REVENUES</b>	<b>\$ 1,588,900</b>	<b>\$ 1,637,231</b>	<b>\$ 48,331</b>	<b>\$ 1,627,400</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

**PARKS AND RECREATION DISTRICT BUDGET**

**FISCAL YEAR 202026/27**

**PARKS AND RECREATION - ADMINISTRATIVE EXPENDITURES**

1 . Accounting	\$ 12,480	\$ 12,400	\$ (80)	\$ 12,900
2 . Auditing	\$ 4,680	\$ 4,960	\$ 280	\$ 5,200
3 . Copier Lease	\$ 1,170	\$ 760	\$ (410)	\$ 800
4 . Directors' Compensation	\$ 3,900	\$ 2,850	\$ (1,050)	\$ 3,900
5 . Education & Travel Reimbursement	\$ 520	\$ -	\$ (520)	\$ 520
6 . Employee Salaries	\$ 64,480	\$ 64,200	\$ (280)	\$ 67,700
7 . Employee Medical, Payroll Taxes, and Retirement	\$ 35,910	\$ 38,127	\$ 2,217	\$ 43,000
8 . Insurance	\$ 17,550	\$ 17,900	\$ 350	\$ 19,200
9 . Memberships	\$ 2,600	\$ 2,750	\$ 150	\$ 2,900
10 . Office Lease	\$ 16,120	\$ 15,800	\$ (320)	\$ 16,400
11 . Office Maintenance, Repairs, and Supplies/Other Properties	\$ 5,000	\$ 25,700	\$ 20,700	\$ 5,200
12 . Video Taping of Board Meetings	\$ 1,300	\$ 1,200	\$ (100)	\$ 1,200
13 . Computers/IT Services	\$ 1,300	\$ 2,000	\$ 700	\$ 2,100
14 . Elections	\$ -			\$ 7,500
15 . Publications & Notices	\$ 2,340	\$ 200	\$ (2,140)	\$ 2,340
16 . Legal Services - General	\$ 10,400	\$ 7,000	\$ (3,400)	\$ 10,400
17 . Utilities	\$ 4,160	\$ 1,300	\$ (2,860)	\$ 1,400
18 . Miscellaneous/Recreation Supplies/Mutt Mitt Supplies	\$ 260	\$ 1,200	\$ 940	\$ 3,000
19 . Professional Services - Recreation Related	\$ 39,520	\$ 38,000	\$ (1,520)	\$ 39,500
20 . RCD Services	\$ 1,000	\$ 900	\$ (100)	\$ 1,000
21 . Reimbursement to HMB per Property Tax Agreement	\$ 40,894	\$ 43,179	\$ 2,285	\$ 44,801
<b>SUB-TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 265,584</b>	<b>\$ 280,426</b>	<b>\$ 14,842</b>	<b>\$ 290,961</b>

- 1 . Items 1-14 are shared expenses between Sewer (75%) and Parks (25%)
- 2 . Items 15-17 are allocated by invoice
- 3 . Items 18-21 are parks only

**GRANADA COMMUNITY SERVICES DISTRICT**

**PARKS AND RECREATION DISTRICT BUDGET  
FISCAL YEAR 2026/27**

	<b>FY 2025/26 Approved Budget</b>	<b>FY 2025/26 Projected Actual</b>	<b>Over/ (Under) Budget</b>	<b>FY 2026/27 Budget</b>
<b><u>GRANADA COMMUNITY PARK AND RECREATION CENT</u></b>				
1 . Professional Services	\$ 320,000	\$ 340,000	\$ 20,000	\$ 2,340,000
2 . Project Permitting and Filing Fees	\$ 25,000	\$ 8,000	\$ (17,000)	\$ 25,000
<b>SUB-TOTAL PARK AND RECREATION PROJECT</b>	<b>\$ 345,000</b>	<b>\$ 348,000</b>	<b>\$ 3,000</b>	<b>\$ 2,365,000</b>
<b>PARKS TOTAL EXPENDITURES (Admin. &amp; Park Proje</b>	<b>\$ 610,584</b>	<b>\$ 628,426</b>	<b>\$ 17,842</b>	<b>\$ 2,655,961</b>
<b><u>PARKS AND RECREATION - RESERVE FUND BALANCE</u></b>				
1 . Beginning Balance on July 1, 2026				\$ 3,760,000
2 . Transfer from Operating Budget to Reserve				\$ (1,028,561)
<b>PARKS AND RECREATION RESERVE AT END OF FISCAL YEAR 2026/27</b>				<b>\$ 2,731,439</b>



## 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: Consideration of Policy and Resolution for the Statewide November 3, 2026  
General Election  
Date: May 21, 2026

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The District will have three open seats on the November 3, 2026 General Election ballot. The four-year terms of Directors Allen, Dye, and Randle will be expiring.

This item is presented for the Board to:

- 1) Determine whether any candidate's statement will be limited to 200 or 400 words.
- 2) Determine whether any candidate or the district will pay for the candidate's statement.
- 3) Approve the attached Resolution.

The board's rules will apply to all candidates, not just incumbents. In the 2022 and 2024 elections, the candidate's statement was limited to 200 words, and the District paid for each candidate statement.



## GRANADA COMMUNITY SERVICES DISTRICT

### RESOLUTION NO. 2026-03

#### **RESOLUTION OF THE GRANADA COMMUNITY SERVICES DISTRICT CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 3, 2026, FOR THE ELECTION OF THREE MEMBERS OF THE GOVERNING BOARD**

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

**WHEREAS**, an election is hereby called to be held in and for the Granada Community Services District on November 3, 2026 to elect three members of the Governing Board for a full term of four years each.

**WHEREAS**, pursuant to Elections Code 10002, the Governing Board of the Granada Community Services District hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the “Chief Elections Officer”) as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 3, 2026.

**WHEREAS**, the election to be held on November 3, 2026 will be conducted at-large. Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction.

**WHEREAS**, pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

- (a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- (b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

**WHEREAS**, pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the Granada Community Services District shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

**WHEREAS**, the General Manager or Assistant General Manager of the Granada Community Services District hereby is authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held on November 3, 2026 to outline the

detailed services to be provided by both the Granada Community Services District and the Chief Elections Officer.

**WHEREAS**, the Chief Elections Officer shall send an itemized invoice to the Granada Community Services District for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined. The Granada Community Services District agrees to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

**BE IT FURTHER RESOLVED** that pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the election to be held on November 3, 2026 may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to 200 words. The prorated costs of printing, mailing and translating the statements shall be paid by the District.

The above Resolution was passed and adopted at a meeting of the Board of Directors of the District held on the 21<sup>st</sup> day of May, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

---

Hope Atmore, Board Secretary

May 14, 2026

## Memorandum

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for May 2026

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### **6-Year CIP for FY 2025 - FY 2031**

We have prepared an initial outline for the new 6-year CIP which has been reviewed by staff. We recently found that we need additional information on several sewers and are waiting for the CCTV inspection of those sewers before finalizing the proposed CIP. Once the CIP is approved, we will begin permitting and preparing the preliminary design of the first CIP project.

### **SAM's Montara FM Replacement Project**

The McGuire and Hester (M&H) Team is providing progressive design build services for the replacement of SAM's Montara Force Main. Portions on the pipeline alignment have recently been potholed to verify the location of crossing utilities. The project's Initial Study and Mitigated Declaration has been approved by the SAM Board. Coastal and all other permitting is scheduled to be completed in July. The M&H Team is completing its 60% design and will soon be providing its guaranteed maximum price (GMP) for construction. If M&H Team's GMP for construction is approved by the SAM Board, construction could begin as soon as this July and be completed before its court ordered deadline of June 30, 2027. If the GMP is not approved, SAM will need to advertise the project's construction for public bidding.

### **247 San Juan Ave Class 3 Permit**

We have reviewed the plans submitted with the application for a Class 3 mainline extension and have provided our review comments. Awaiting the next submittal of plans.

### **114 Delores Ave Class 3 Permit**

We have reviewed the plans submitted with the application for a Class 3 mainline extension and will be providing our review comments. Both this permit and the one for 247 San Juan Ave include overlapping extensions of GCSD's sewer on San Juan Ave. This will require both projects to be coordinated.



# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors  
 From: Hope Atmore  
 Subject: Administrative Staff Report  
 Date: April 10 to May 14, 2026

This report serves as a general update for the Board from staff since the April meeting. While it does not cover every aspect of the day-to-day activities, it is intended to keep the Board up to date on some of the completed and ongoing work.

- Onboarding CPM and getting their team up to speed on Park and Rec Center Plans
- Sewer Service Charge Report preparation
- Meeting with San Mateo Count Sustainability Office regarding solid waste agreements and collaboration on illegal dumping
- Meeting with Caltrans, Coastal Commission, San Mateo County Planning
- Springfest
- Missing trash can caper

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

**APPLICATIONS RECEIVED** – There were two applications received during this period:

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
4/16/26	2A	Huo	047-034-160	TBD West Point Ave, Princeton	3,893	W/DR/CD
5/13/26	1A	Power	047-181-510	371 El Granada Blvd, EG	5,543	R1/S17

**PERMITS ISSUED** - There were two permits issued during this period:

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3277	1A	4/15/26	Hoelscher	047-124-070	135 Valencia Ave, EG	5,000	R1/S17

**SEWER HOOK-UPS** - There were no sewer hook-ups during this period.

**MINUTES**  
**SAM BOARD OF DIRECTORS' MEETING**  
*Regular Board Meeting 7:00 PM, Monday, April 27, 2026*

**1. CALL TO ORDER**

Chair Slater-Carter called the meeting to order at 7:06 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

A. Roll Call

Directors, Ruddock, Dye, Boyd, Nagengast, Marsh, and Slater-Carter were present, also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and General Counsel Jeremy Jungreis.

**2. PUBLIC COMMENT/ORAL COMMUNICATION/ITEMS NOT ON THE AGENDA**  
**NONE**

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

- A. Approve Minutes of April 13, 2026, Regular Board Meeting
- B. Approve Disbursements for April 27, 2026
- C. Monthly Revenue and Expense Report for Period Ending March 31, 2026

Chair Slater-Carter reviewed the staff report Item 3A Approve Minutes of April 13, 2026, Item 3B Approve Disbursements for April 27, 2026, and Item 3C Monthly Revenue and Expense Report for Period Ending March 31, 2026.

Director Dye pulled Item 3A April 13, 2026, Minutes for corrections, and Item 3C Monthly Revenue and Expense Report for Period Ending March 31, 2026. Director Dye stated SAM was over budget by \$800,000. Director Marsh stated Item 4B was missing the motion in the minutes. A discussion ensued. Following discussion.

Chair Slater-Carter stated she would like a full report from the Finance Committee at the next Board Meeting on the over budget issue.

Director Marsh moved, and Director Dye seconded the motion to pass Item 3A Approve Minutes of April 13, 2026, Regular Board Meeting with correction as stated, Item 3B Approve Disbursements for April 27, 2026, and Item 3C Monthly Revenue and Expense Report for Period Ending March 31, 2026.

Marsh/Dye/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/Nagengast Aye/MarshAye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

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

- A. Adopt the Resolution 01-2026 to Approve the SAM Sewer Force Main Project in Montara and Adopt the Initial Study and Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan

*Chair Slater-Carter reviewed the staff report Item 4A* Adopt the Resolution 01-2026 to Approve the SAM Sewer Force Main Project in Montara and Adopt the Initial Study and Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan.

General Manager Prathivadi stated SAM received public comment from William Duncan which will be posted on the SAM website for review. Prathivadi introduced Rachel Lather from SRT Consultants with a presentation on SAM Force Main in Montara Project. A discussion ensued.

This presentation can be seen on the SAM website at [www.samcleanswater.org](http://www.samcleanswater.org)

Director Marsh stated there was one correction on Item 4A Resolution 01-2026 to Approve the SAM Sewer Force Main Project in Montara and Adopt the Initial Study and Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan. Item G of the Resolution indicates that the Board Secretary is designated as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based. It needs to be changed to SAM's General Manager is designated as the location and custodian of the documents.

Director Dye moved, and Director Boyd seconded the motion to Pass Item 4A with correction stated by Director Marsh.

Dye/Boyd/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/Nagengast Aye/Marsh Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

- B. Update on the Proposed Power Purchase Agreement with Coldwell Energy and Request to Continue the Public Hearing Required by Government Code 4217.12

Chair Slater-Cater reviewed Item 4B Update on the Proposed Power Purchase Agreement with Coldwell Energy and Request to Continue the Public Hearing Required by Government Code 4217.12.

General Manager Prathivadi Stated Item 4B Update on the Proposed Power Purchase Agreement with Coldwell Energy and Request to Continue the Public Hearing Required by Government Code 4217.12 was brought to April 13, 2026, Board Meeting, and the Board of Director recommended SAM to continue negotiation with Coldwell Energy. A discussion ensued.

Director Marsh moved, and Director Boyd seconded the motion to pass continue the Public Hearing to May 4, 2026, and adjourn the Regular Board Meeting April 27, 2026, to May 4, 2026, Regular Adjourned Board Meeting.

Marsh/Boyd/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/ Nagengast Aye/Marsh Aye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

C. Discuss and Potentially Authorize Inflow/Infiltration Study Proposed by City of Half Moon Bay and Receive Direction from Board

Chair Slater-Carter reviewed Item 4C Discuss and Potentially Authorize Inflow/Infiltration Study Proposed by City of Half Moon Bay and Receive Direction from Board.

General Manager Prathivadi stated the Easement/Lease Agreement with the City of Half Moon expired in 2022. City of Half Moon Bay has agreed to a 25-year Easement/Lease Agreement if SAM would consider an Inflow & infiltration study on SAM gravity lines, SAM Plant, and Collection lines from all three Member Agencies. A discussion ensued.

Director Boyd moved and Chair Slater-Carter seconded the motion to pass and reconsider May 4, 2026, Regular Adjourned Meeting.

Boyd/Slater-Carter/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/ Nagengast Aye/MarshAye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

Director Boyd moved and Director Marsh seconded the motion to continue the Public Hearing to May 11, 2026, Regular Board Meeting.

Boyd/Marsh/Roll Call Vote: Ruddock Aye/Dye Aye/Boyd Aye/ Nagengast Aye/MarshAye/Slater-Carter Aye/8 Ayes/0 Noes. The motion passed.

**5. GENERAL MANAGER’S REPORT**

A. Monthly Managers’ Report – March 2026

General Manager Prathivadi reviewed Item5 Monthly Managers’ Report – March 2026.Prathivadi stated staff was available to answer any question.

**6. ATTORNEY’S None**

**7. DIRECTOR’S REPORT None**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION**

*Inflow and infiltration Flow Study.*

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

There was no closed session.

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

There was no open session.

**11. ADJOURNMENT**

Chair Slater-Carter adjourned the meeting at 8:51 p.m. to the next Regular Meeting May 11, 2026, and June 8, 2026

Respectfully Submitted,    Approved By:

\_\_\_\_\_  
Lorri Rovai  
Administrative Assistant

\_\_\_\_\_  
Board Secretary



**SEWER AUTHORITY MID-COASTSIDE**  
**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** April 27, 2026  
**SUBJECT:** **Monthly Manager’s Report – March 2026**

**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 *March 2026*.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	0.877	60.25%
Granada CSD	0.284	19.53%
Montara W&SD	0.294	20.22%
<b>Total</b>	<b>1.456</b>	<b>100.0%</b>

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

**Administration**

There were two Regular Board Meeting in the month of March 2026, and no public record requested. There were no articles in the Half Moon Bay Review. There were three articles in the Coastside Buzz Mentions Montara Water & Sanitary District Wins City of Half Moon Bay v. Sewer Authority Mid-Coastside Lawsuit, Confirming HMB Must Pay Share of the Intertie Pipeline; MWSD Seeking \$1M in Legal Fees.(March 5, 2026), and San Mateo Harbor District Approves Free Storage for Sewer Authority Mid-Coastside to Stage Force Main Replacement Construction Equipment at Burnham Strip Through July 2027. (March 5, 2026), and While Undertaking Real Estate Due Diligence for Possible Solar Power Purchase Agreement, Sewer Authority Mid-Coastside Discovers Title is in the Name of Old Half Moon Bay Sanitary District.(March 12, 2026).There were no new hires in the month of January. There were Three Anniversary in the month of March, Tim Costello Plant Superintendent, Angelo Rovai Maintenance Machinic I, and Robert Barkley Maintenance Machinic II.

**Operations & Maintenance**

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

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

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

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

Chemical addition this month to the MLSS this month was increased a bit due to foaming / filaments, we did need to add poly at the front end of the basin to assist with the foam again, also alum to assist with settling. We started a chlorine spry as this is a direct application to the filaments in the foam. The Poly helps to put the foam back into solution and keeps it from collecting too much on the surface.

Effluent BOD results averaged 18.1 mg/l this month. Our highest result this month was 25 mg/L.

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

Training this month (3/4), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month

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we had refresher on heat illness, silica exposure, and Blood borne pathogens. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

We were having Boiler fail alarms at very inconvenient hours of the night. RF Mc Donald tech was able to identify the issue. He swapped the part in question from the new boiler, and it seemed to have done the trick. Now we just need that part replaced so they can work one getting the new boiler fully functional.

GSE was working on grit pumps towards the end of the month, and we had painters on site painting the three water pumps that were recently installed.

During the month of March 2025 rainfall was well below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 3.573 inches of rain for March, (4.21 inches is considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.22 inches, (from the NOAA gauge at the plant, well below), the trees might be an issue on this gauge. Our roof top had 0.13 at the plant, 0.01 inches in the GCSD service area, and 0.03 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 March 2026.**

- 3/1/2026 – Sunday – Daily ops rounds and duties. Pedro's cleaning service in the admin building.
- 3/2/2026 – Daily ops rounds and duties. \*\*Boiler 1 failed during the day, reset and worked ok all day. \*\*Perform a plant tour for 3 college students as part of their microbiology class. Continue adding polymer to AB3.
- 3/3/2026 - Daily ops rounds and duties. Replaced the tubing on the secondary clarifier sampler. Calcon is at the plant working inside mechanical building #1. \*\*Plant receiving lots of grease due to line cleaning around Safeway area. Final effluent pump on and off, discharge check valve stuck, release valve.
- 3/4/2026 - Daily ops rounds and duties. \*\*Du-All safety training for all field staff , heat illness, silica exposure, and Blood borne pathogens. Calcon is working on the influent control panel and RDT programming. RF McDonald here for boiler concrete pedestal measurement with concrete contractor. Simms plumbing is here to replace the hot water heater.

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- 3/5/2026 - Daily ops rounds and duties. Continue adding polymer to AB3. Collect Alpha Lab Day 2 samples. John Coughlin in to assist with our master process control excel sheet, (he was the one that built it). \*\*Boiler #1 failed late at night, reset alarm.
  
- 3/6/2026 - Daily operator rounds and duties. Continue adding polymer to aeration basin #3. Calcon is at the plant working in the final effluent building. Motorized valve for the #1 water tank not working, stuck open, had Calcon inspect and repair issue. Lock out tag out the breaker for boiler #2 and isolate the water valves. \*\*Boiler #1 failed late in the evening, reset and worked ok.
  
- 3/7/2026 - Saturday - Daily ops rounds and duties. Added polymer to AB#3 for foam control. \*\*Boiler #1 failed during the day. Normal day no issues.
  
- 3/8/2026 – Sunday - Daily ops rounds and duties. Collect APLHA samples.
  
- 3/9/2026 – Daily ops rounds and duties. \*\*Boiler #1 failed early in the morning. RF McDonald is here for Boiler #2 demo. Whelen Construction is here to charge the AC unit in the server room and put it in service.
  
- 3/10/2026 - Daily ops rounds and duties. Added polymer to both aeration basins due to high foam on service. Perform a digester gas test on digester #1, CO2@34% H2S@26ppm.
  
- 3/11/2026 - Daily ops rounds and duties. SCADA numbers are not accurate, Calcon is working on PLC TAGS to correct the issue. Cleaned all 4 DO MLSS probe meters. Concrete company is here to work on new boiler pedestal. Took secondary clarifier out of service due to lower influent flows, closed all influent gates to the secondary #2.
  
- 3/12/2026 - Daily operator rounds and duties. \*\*Boiler #1 failed very early in the morning. Calcon is in the admin building working on the server. Finished cleaning and pumping down secondary #2.
  
- 3/13/2026 - Daily operator rounds and duties. Adjust RAS chlorination to 45 lbs. per day. Boiler #1 failed during the day.
  
- 3/14/2026 - Saturday-Daily ops rounds and duties. Boiler #1 failed in the early hours of the morning. Mix chemical for the SO2(DEOX) analyzer.
  
- 3/15/2026 - Sunday-Daily ops rounds and duties. Continue adding polymer to the MLSS tank #3. \*\*Boiler #1 failed 2 times in the evening.

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- 3/16/2026 - Daily ops rounds and duties. RF McDonald is here to place new boiler onto concrete pad. Collect Alpha Lab samples. Continue adding polymer to the aeration basin.
- 3/17/2026 - Daily ops rounds and duties. \*\*Boiler #1 failed a little after midnight. Tyler Carr here to replace chemicals in the boiler system. RF McDonald working on the new boiler. \*\*Crew installed the 6" T at Princeton pump station.
- 3/18/2026 - Daily ops rounds and duties. Cleaned all 4 MLSS probe meters. Place fire alarm on test. Hypochlorite delivery to the plant. RF McDonald is at the plant working on Boiler #2. Exercise all influent pumps.
- 3/19/2026 - Daily operator rounds and duties. RF McDonald here to work on the primary sludge pumps. Calcon is here working on the new final effluent analyzer cabinet. Clean the chlorine contact tank #2. Place fire alarm on test for 24 hours. Hypo delivery to the plant. Continue adding polymer to aeration basin #3.
- 3/20/2026 - Daily ops rounds and duties. RF McDonald is at the plant working on the new boiler. Painting company is here working on the #3 water pumps. Fuel Solutions is at the plant working on the diesel tank,( polishing the diesel ). Pacific Solutions working on the forklift. \*\*Boiler #1 failed late at night, Rf MC Donald has been notified of reoccurring issue.
- 3/21/2026 - Saturday - Daily ops rounds and duties. Boiler #1 failed a little after midnight, reset. Place fire alarm zone 4 on test. The painters are here to finish painting #3 water pumps.
- 3/22/2026 - Sunday - Daily ops rounds and duties. Continue adding polymer to aeration basin #3. Normal day.
- 3/23/2026 - Daily ops rounds and duties. Boiler #1 failed after midnight, reset and clear alarm. Mix chemicals for final effluent building analyzers. Added polymer to aeration basin #3. Started spraying chlorine to the surface of aeration basin #3 for foam / filament control. Boiler #1 failed again at night.
- 3/24/2026 - Daily ops rounds and duties. Place fire alarm system on test for 24 hours. RF McDonald is at the plant working on Boiler #2 installation and working on the primary sludge pumps. Add polymer and spray chlorine to AB3.
- 3/25/2026 - Daily ops rounds and duties. \*\*Boler #1 failed early in the morning. Replaced all tubing for all samplers in the plant. Collect Alpha Lab samples. A1 septic is here to discharge roughly 700 gallons of waste. \*\*Boiler #1 failed late in the evening.

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- 3/26/2026 - \*\*RF McDonald is here to work on boiler #1, fixed issue (we hope), test boiler, and put back in service. GSE is here working on #1 and #2 grit pumps. Added polymer and Alum to the secondary #1 for better solids settleability. Mechanics are working on installing a pressure gauge on Princeton pump station discharge line.
  
- 3/27/2026 - Daily operator rounds and duties. GSE is at the plant working on the grit pumps. \*\*RF McDonald is here at the plant working on boiler #1, found a faulty Low-Pressure Switch, they removed switch from new boiler #2 and replaced the faulty switch on boiler #1. Calcon is here to drop off an electrical cabinet at MB1. Johnson Control is her to work on fire alarm issues, wrong parts were ordered due to previous direction from their tech. Will need to order new parts to fix issue. Add a small dose of polymer and alum to secondary #1 for settleability and clarity.
  
- 3/28/2026 - Saturday - Daily ops rounds and duties. Acknowledge fire alarm (beeping). Found no ferric to grit chamber #2, adjust valves to continue feeding ferric to both aerated grit chambers. Place fire alarm on test for the weekend. Add polymer AB3 for foam control.
  
- 3/29/2026 - Sunday - Daily ops rounds and duties. CL2 chemical pump # 3 stopped working, switch to pump #4. Add polymer to AB3.
  
- 3/30/2026 - Daily ops rounds and duties. \*\*Mechanics working on 6" bypass line at Princeton pump station and performed flow test. They were able to achieve 970 gpm using the newly upsized 6-inch bypass connection. This is about 300 gpm more than the station can achieve by itself. Place fire alarm on test for the night. Continue adding polymer to AB3.
  
- 3/31/2026 - Holiday - Daily ops rounds and duties. Normal day no anomalies. Place fire alarm on test overnight.

**Other activities are listed below:**

There were 10 deliveries (approximately 4,130 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 413.00. There were no leachate deliveries to the SAM IPS line in the month of March 2026, for a total leachate volume of 0 gallons.

The NPDES data report for March 2026 is attached reference (Attachment B).

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**Contract Collection Services**

The SAM crew cleaned 33,434 feet of sewer line and responded to twelve calls in contract service areas. Nine calls were sewer line related, and three were maintenance service calls. Six of the callouts were during regular business hours or started during regular business hours and went into overtime. The other six calls were after-hour callouts. Six were in the HMB service area, four were in the GCSD service area, two were in the MWSD service area during the month of March 2026.

HMB – The sewer related calls in the HMB service area were as follows; 3/4 - Property manager call ed about a backup. When crew arrived, they ran the main finding no obstructions. Crew then help locate the property line cleanout. Crew advised property manager they would need to contact a plumber to resolve the issue. 3/25 - Call for a rotten egg smell odor. Crew responded as well as PG&E and Fire. Crew checked surrounded area and upstream and downstream manholes. They were unable to locate any abnormal odor. All the plumbing from the house was running fine. 3/30 - Call for a manhole overflowing. Crew arrived quickly and ran the main line to clear the blockage, finding rags and wipes. Once flow was restored the crew cleaned up the affected area. Nothing went to storm drains. This was a category three with a volume of @ 235 gallons. Spilt sewage was vactored up and returned to the sanitary sewer system.

The maintenance related calls in the HMB service area during March were as follows; 3/17 - Call for a station trouble alarm at Bell Moon. Possible power glitch. Station was operating normally upon arrival. Cleared alarms and checked station for normal operation. 3/22 - Pelican point station alarm due to PG& E outage / lines down. Monitored affected stations. After power was restored cleared alarms and checked station for normal operation. Genny ran for 1.2 hours. 3/22 - Ocean Colony station alarm due to PG& E outage / lines down. Monitored affected stations. After power was restored cleared alarms and checked station for normal operation. Genny ran for 1.2 hours.

GCSD – The sewer line related calls in the GCSD service area was as follows; 3/2 - Property manager call regarding a sewer issue. When crew arrived, they found the prop line clean out to be clear. It was determined to be an issue within the property. Advised property manager to contact a plumber to

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resolve issue. 3/3 - Owner called regarding noise from the sewer. When they crew arrived, they checked upstream and downstream manholes which were flowing normally. Could have been from grinders on houses to the rear. Owner was going to check with neighbors. 3/9 - India beach restaurant called about a bathroom backup. Crew arrived and flushed the main finding no obstruction. The kitchen drains were running fine, and the crew advised manager they would need to contact a plumber to resolve the issue. 3/29 - Call for a clean out back up. When the crew arrived, they ran the main finding no obstructions. Tenant was advised to contact a plumber to resolve the issue.

There were no maintenance service calls in the GCSD service area during the month of March 2026.

MWSD – The sewer line related call in the MWSD service area was as follows; 3/4 - Call for cleanout back up by garage. When crew arrived, they ran the main finding no blockage. The property line cleanout was dry. Crew advised owner that the blockage was likely between the two cleanouts and they would need to contact a plumber to resolve the issue. 3/25 - Call for a rotten egg smell odor. Crew responded as well as PG&E and Fire. Crew checked surrounded area and upstream and downstream manholes. They were unable to locate any abnormal odor. All the plumbing from the house was running fine.

There were no maintenance service calls in the MWSD service area during the month of March 2026.

The March 2026 collection system data report is provided for the Board's information. There were zero (0) Category 1's, zero (0) Category 2's, One (1) Category 3 , and zero (0) category 4 SSO's, during the month of March 2026.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for March 2026.

**Supporting Documents**

Attachment A: Monthly Flow Report March 2026

Attachment B: Monthly NPDES Report March 2026

Attachment C: Collection System Data March 2026

Attachment D: Contract Collection Service Report March 2026

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	B. Softky	M. Allen	

Attachment A

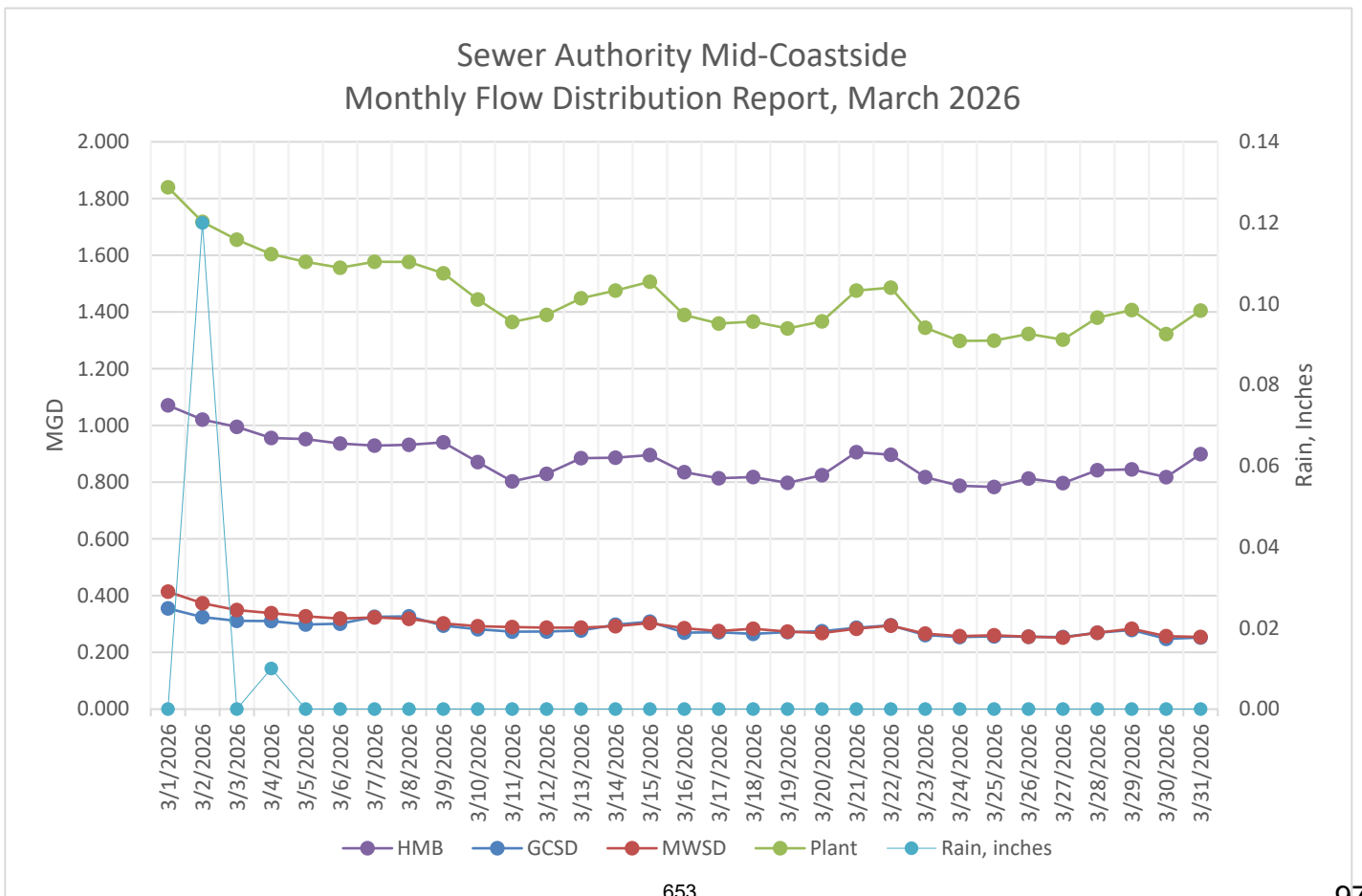
Flow Distribution Report Summary for March 2026

The daily flow report figures for the month of March 2026 have been converted to an Average

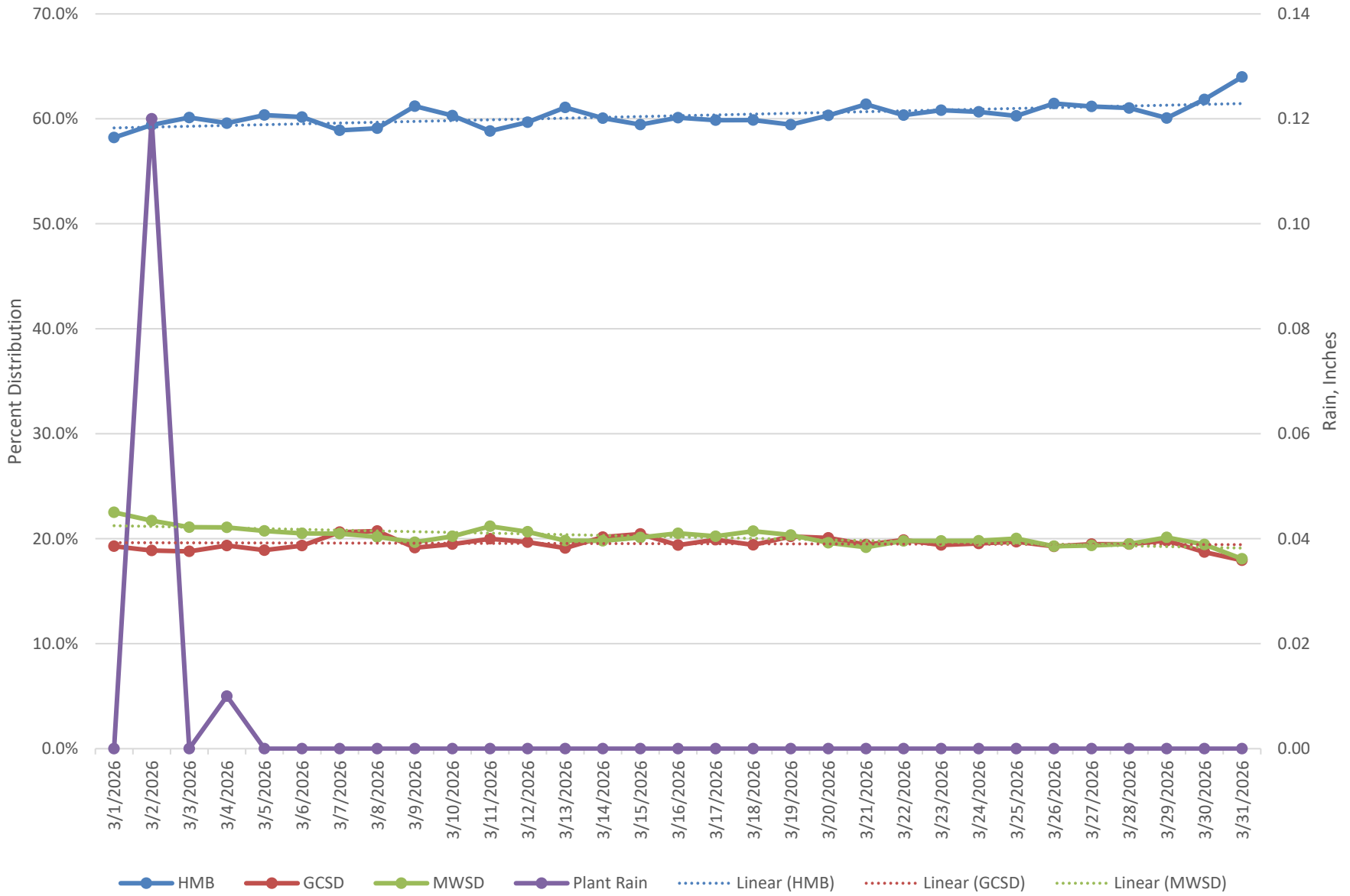
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

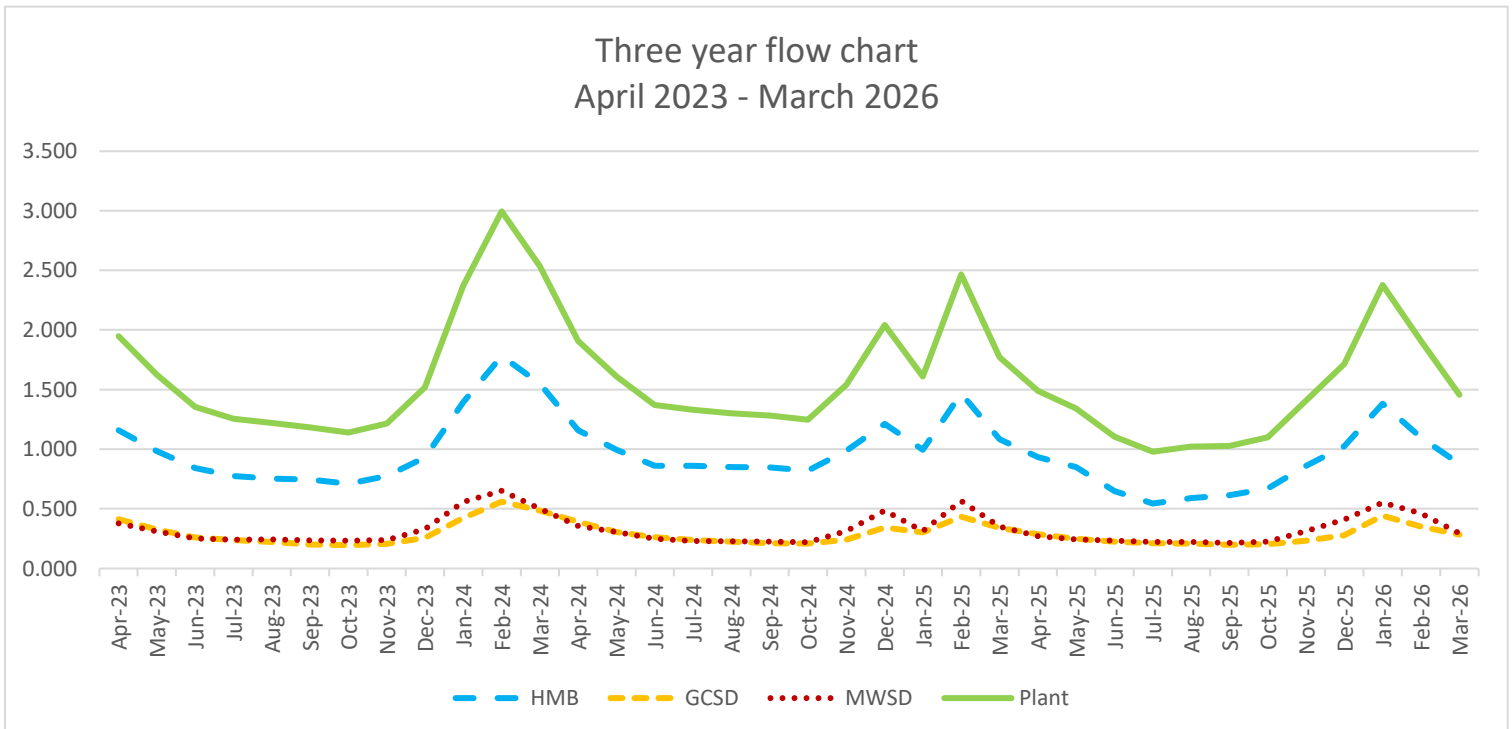
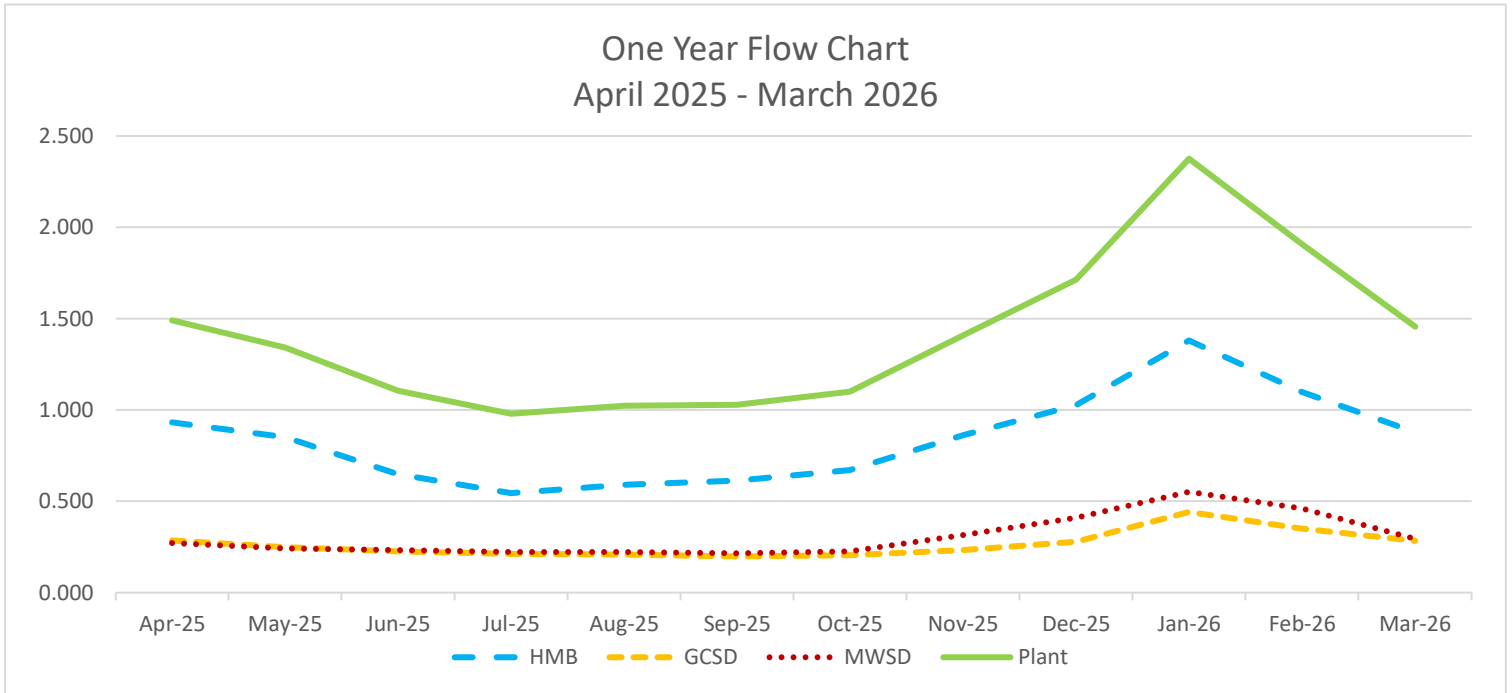
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.877	60.25%
Granada Community Services District	0.284	19.53%
Montara Water and Sanitary District	<u>0.294</u>	<u>20.22%</u>
Total	1.456	100.0%



### Percent Distribution March 2026



Most recent flow calibration January 2024 PS, June 2025 Plant inf



# Sewer Authority Mid-Coastside

## Monthly Collection System Activity/SSO Distribution Report, March 2026

### March 2026

	Total	Number of S.S.O's			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>100%</b>			

### 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCS D	MWSD	SAM
Roots	0	0	0	0	0
Grease	1	0	0	1	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	5	1	0	1	3
<b>Total</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>
		<b>17%</b>	<b>0%</b>	<b>33%</b>	<b>50%</b>

### Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
March 2026	1	1	0	0	0
12 Month Moving Total	6	1	0	2	3

### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
March 2026	1.0	2.7	0.0	0.0	0.0
12 Month Moving Total	5.7	2.7	0.0	7.4	41.1
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	4.8	2.7	0.0	3.7	41.1
Category 4	1.0	0.0	0.0	3.7	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

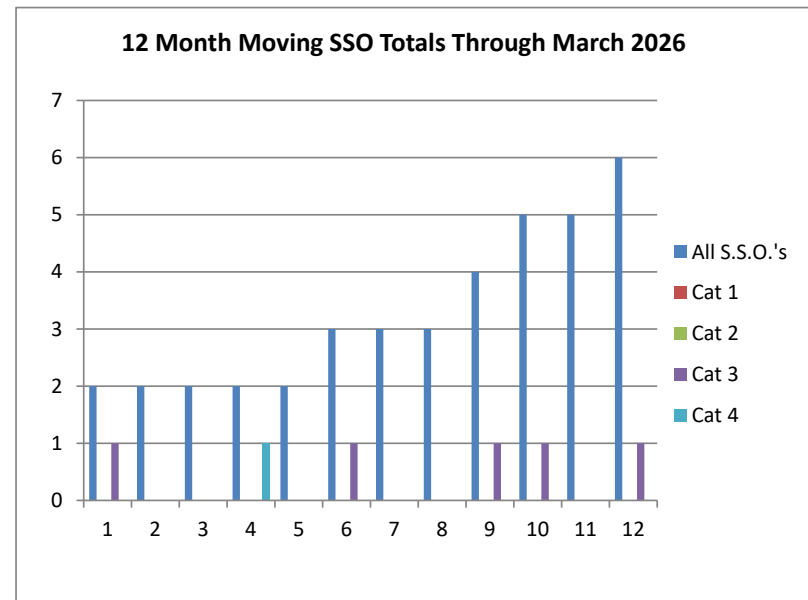
### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Apr - 25	15,622	12,056	7,275	34,953	6.6
May - 25	7,166	11,010	6,516	24,692	4.7
June - 25	19,379	9,910	5,769	35,058	6.6
July - 25	4,613	9,598	5,225	19,436	3.7
Aug - 25	9,341	9,394	9,223	27,958	5.3
Sep - 25	7,017	10,039	5,058	22,114	4.2
Oct - 25	14,567	9,753	9,098	33,418	6.3
Nov - 25	12,217	16,986	10,950	40,153	7.6
Dec - 25	0	9,235	8,160	17,395	3.3
Jan - 26	0	14,510	11,677	26,187	5.0
Feb - 26	11,310	13,557	6,858	31,725	6.0
Mar - 26	14,896	12,212	6,326	33,434	6.3

Annual ft	116,128	138,260	92,135	346,523	
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Annual Mi.	22.0	26.2	17.4		65.6
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Attachment C



## TASK SUMMARY- GCSD 2025-26

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	5,546	5,827	7,297	9,770	14,636	9,293	15,202	13,556	11,651					
Hot Spot Cleaning	5,400	1,290	2,782	2,470	518	1,981	920	712	-	-					
Lift Station Inspection - Daily	52	4	4	4	4	4	4	4	4	4					
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-					
Maint. Work Orders - Completed	-	4	4	4	4	4	4	4	4	4					
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-					
Manhole Inspection	879	39	64	67	44	93	46	71	63	52					
USA Markings	372	32	20	45	32	42	53	53	41	53					
F.O.G. Inspections Completed	10	-	-	-	24	-	-	-	-	-					
F.O.G. Inspections Passed	10	-	-	-	15	-	-	-	-	-					
F.O.G. Inspection Failed	-	-	-	-	9	-	-	-	-	-					
Lateral Inspections	-	-	-	-	-	-	-	-	-	-					
Customer Service Call - Reg	-	-	-	-	1	-	-	1	1	2					
Customer Service Call - OT	-	-	-	-	-	1	4	-	-	2					
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-					
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-					
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-					
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0					



## **SEWER AUTHORITY MID-COASTSIDE**

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

#### ***Regular Board Meeting 7:00 PM, Monday, May 11, 2026***

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019. Chair Slater-Carter will be attending Via Zoom from 601 Pacific Hwy San Diego Ca 92101.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83898594421?pwd=9FFDgbZkTBNGvE2pXThJRVYLa6lbg.1>

Meeting chat link

<https://us02web.zoom.us/launch/jc/83898594421>

Meeting ID: 838 9859 4421

Passcode: 291607

One tap mobile

+16699006833,

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:	Nancy Marsh (GCSD)
	Secretary/Treasurer:	Paul Nagengast (HMB)
	Director:	Scott Boyd (MWSD)
	Director:	Barbara Dye (GCSD)
	Director:	Deborah Ruddock (HMB)

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments submitted prior to 7 pm on May 11, 2026, 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 April 27, 2026, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for May 11, 2026 **(Attachment)**

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

- A. Presentation on First Flush Report by San Mateo Resource Conservation District **(Attachment)**
- B. Update on the Easement Agreement Renewal with City of Half Moon Bay **(Attachment)**
- C. Continue Public Hearing Required by Government Code 4217.12 to an Adjourned Regular Meeting Date (to be determined) and Receive Update on Status of PPA Negotiations with Coldwell Energy/Jua

**5. GENERAL MANAGER’S REPORT**

**6. ATTORNEY’S REPORT**

**7. DIRECTORS’ REPORT**

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

**11. ADJOURNMENT**

Additional Regular Board Meetings: June 8, 2026, and June 22, 2026.

*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.



# GRANADA COMMUNITY SERVICES DISTRICT

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

April 16, 2026

This meeting was held in person and via Zoom.

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

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

### **ROLL CALL**

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

Staff: General Manager Chuck Duffy and Assistant General Manager Hope Atmore. District Counsel William Parkin attended via Zoom.

### **GENERAL PUBLIC PARTICIPATION**

Half Moon Bay resident Chad Hooker, read his recent letter to the editor of Coastside News in which he argues the need for the consolidation of the three sewer agencies on the coastside.

### **REGULAR MEETING AGENDA**

#### **1. Park and Recreation Activities.**

- a. Report on Planned Recreation Program Events – Ms. Atmore provided updates on last month's events including the annual Egg Hunt held at Quarry Park, which was a great success. Upcoming events include a Deer Creek walk in June.
- b. Update on Granada Community Park and Recreation Center – Ms. Atmore reviewed the work done by the various consultants, including updated drawings by KCRH and BKF and the traffic study being conducted AMG.
- c. Proposal from CPM regarding Project/Construction Management – Mr. Duffy reported that CPM is well suited to assist with project budgeting, project phasing, and pre-construction permitting and support. The size and experience of the firm makes them a good fit for the Granada park project.

**ACTION:** Director Randle moved to approve the proposal from CPM for Project/Construction Management. (Randle/Allen). Approved 5-0.

#### **2. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 General Budget**

Mr. Duffy provided an overview of the proposed FY 2026/27 SAM budget and stated that the O&M budget is increasing approximately 15%. More to the point, the main issue for discussion is the upcoming \$14 million SAM Montara forcemain project.

There are three main issues included in the SAM Budget for the board to review:

- 1) Mr. Duffy reported that the FY 2024/25 budget, as approved by the three member agencies in accordance with the JPA, included \$3 million for the SAM Montara forcemain project. However, only \$500,000 of those funds were used towards the project. The remaining funds were used to fund major cost overages for past infrastructure projects and general O&M overages.
- 2) again, in FY 2025/26, \$3.5 million was budgeted for the SAM Montara forcemain, of which approximately \$2-2.5 million will have been spent on the forcemain, with the remaining money used to cover overages in O&M or on older projects that are over budget.
- 3) because of this re-allocation of funds, which runs counter to the budget language in the JPA, staff is proposing language in the Resolution of Approval for the coming FY 2026/27 SAM General Budget to explicitly state that Infrastructure funding can only be used for the specific projects as identified in the budget.

Director Randle asked if we are now in a hole on the forcemain project, and Mr. Duffy confirmed that instead of having \$6.5 million set aside to pay for the project, because of the re-allocation of funds to other O&M and projects, SAM is only \$2-3 million towards funding the project. He stated that according to SAM's General Manager, the 3 member agencies will collectively need to fund \$12 million over the course of the coming fiscal year for the SAM Montara forcemain.

Director Marsh provided updates on planned changes to SAM's financial reporting which she suggested to the SAM Finance Committee, including: (1) adding an equipment repair line item in the O&M budget to track repairs and equipment replacement; (2) requiring line item details for individual project expenditures in the infrastructure budget; (3) prohibiting transfers of funds between projects; (4) establishing that if a project carries forward from one fiscal year to the next, it will be included in the next budget; (5) only budgeting money on a project that can/will actually be spent in that fiscal year.

Mr. Duffy resumed his explanation of staff recommendations concerning the SAM budget and stated that the Forcemain amount requested by SAM is arbitrary and will need to be adjusted following receipt of the McGuire Hester estimate. Therefore, staff is recommending the board approve a budget that includes \$600,000 for the other infrastructure projects, and withhold budgeting for the Forcemain project until the full cost of the project is known. He also recommended that the board direct staff to communicate these plans with SAM and the other member agencies.

**ACTION:** Director Randle moved to approve staff recommendations including: (1) inclusion of explicit language in GCSB's budget resolution detailing how infrastructure money is to be allocated; (2) request that SAM budget include only the \$600,000 in other infrastructure funding until the full cost estimate for the SAM Montara forcemain is known; and (3) direct staff to communicate this direction to SAM and the other member agencies. (Randle/Bowles). Approved 5-0.

3. **Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 Collections Budget** – Mr. Duffy explained that staff would be requesting clarification on previous year overruns and underruns and that the collections budget would be presented without change in conjunction with the general budget at the next meeting.  
**ACTION:** This item was tabled until the next board meeting.
4. **Consideration of Updated Sewer System Management Plan** – Ms. Atmore provided an overview of the updated Sewer System Management Plan and highlighted the changes that were required by the State Water Regional Control Board in preparing the document.  
**ACTION:** Director Marsh moved to approve the updated Sewer System Management Plan. (Marsh/Randle). Approved 5-0.
5. **Engineer's Report** – No additional updates.
6. **Administrative Staff Report** – Ms. Atmore reported that she attended a meeting with Caltrans, the Harbor District, the Coastal Commission, and various other agencies to share information on their projects and ways to coordinate and collaborate wherever possible.
7. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh explained that SAM has been investigating installation of solar panels through a PPA agreement at the treatment plant for a potential savings of approximately \$20,000 per year. The timeline to approve the agreement is challenging due to CEQA requirements and the lease agreement for the plant site with Half Moon Bay.

### **CONSENT AGENDA**

8. **March 19, 2026 Regular Meeting Minutes.**
9. **April 2026 Warrants.**
10. **February 2026 Financial Statements.**

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

### **COMMITTEE REPORTS**

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

### **INFORMATION CALENDAR**

12. **Attorney's Report. (Parkin)** – Mr. Parkin stated that the judge issued a proposed order of denial of the fee motion filed by Montara.
13. **General Manager's Report. (Duffy)**
14. **Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 8:21 p.m.

Attest:

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Hope Atmore, Board Secretary

Date Approved by the Board: May 21, 2026

**Granada Community Services District  
May 2026 Warrants  
For the May 21, 2026 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
04/16/26	10724	AT&T	Inv dtd 04/04/26	6170 Utilities	249.90
04/16/26	10725	AT&T	Pump Station #1868 Inv dtd 04/05/26	6170 Utilities	206.50
04/16/26	10726	BKF Engineers	Inv 26040231	7520 Capital Projects Prof Svcs	34,741.50
04/16/26	10727	Laura Barcella	Registration - Sound Bath Meditation 04/09/26	5130 Parks & Rec Professional Svcs	157.50
04/16/26	10728	Sewer Authority Mid-Coastside	Apr 2026 Collections & Asmts	5010 SAM - General	2,950.00
04/16/26	10729	Streamline	Streamline Flex 04/01/26-05/01/26	6190 Computers	245.00
04/16/26	10730	Tri Counties Bank	Stmnt dtd 03/31/26	6140 Office Supplies	626.07
04/20/26	10731	Claudia A. Marshall	Registration - Introduction to Acrylic Painting 03/18/26-04/15/26	5130 Parks & Rec Professional Svcs	840.00
04/20/26	10732	KBA Document Solutions	Inv dtd 04/14/26	6140 Office Supplies	105.36
04/29/26	10733	Group 4 Architecture	Reimbursables & professional services through 03/31/26	7520 Capital Projects Prof Svcs	1,503.23
05/06/26	10734	Tri Counties Bank	Stmnt dtd 04/30/26	6140 Office Supplies	344.57
05/21/26	10735	AT&T	Office Inv dtd 05/04/26	6170 Utilities	249.90
05/21/26	10736	AT&T	Pump Stn Inv dtd 04/05/26	6170 Utilities	206.50
05/21/26	10737	Barbara Dye	04/16/26 GCSD	6040 Directors' Compensation	190.00
05/21/26	10738	Bhavana Moini-Yekta	Learn to Sew for Beginners classes	5130 Parks & Rec Professional Svcs	1,008.00
05/21/26	10739	BKF Engineers	Inv 26050040	7520 Capital Projects Prof Svcs	1,480.00
05/21/26	10740	Calcad	CCWD Water Consumption Extract May 2026	6150 Professional Services	700.00
05/21/26	10741	Capital Program Management	Prof Svcs rendered for construction management	7520 Capital Projects Prof Svcs	3,212.25
05/21/26	10742	CliftonLarsonAllen, LLP	Mar 2026 Svcs	6152 Accounting	3,838.75
05/21/26	10743	Dudek	03/28/26-04/24/26 Prof. Svcs	6151 General Manager	7,214.88
05/21/26	10744	Edgewood Partners Ins Center	2026 Package, Excess, & Cyber Renewals	6080 Insurance	71,492.69
05/21/26	10745	Hue & Cry	June 2026 Pump Stn Alarm	6170 Utilities	35.59
05/21/26	10746	Jen Randle	04/16/26 GCSD	6040 Directors' Compensation	190.00
05/21/26	10747	Kankel Conroy Rose & Hill	Apr 2026 Landscape Architectural Services	7520 Capital Projects Prof Svcs	22,395.75
05/21/26	10748	Kenney Jenks	01/03/26-05/01/26 Svcs, Sum 214 & 215	7520 Capital Projects Prof Svcs	33,735.52
05/21/26	10749	Laura Barcella	Registration - Sound Bath Meditation 03/17/26	5130 Parks & Rec Professional Svcs	63.00
05/21/26	10750	Matthew Allen	04/16/26 GCSD	6040 Directors' Compensation	190.00
05/21/26	10751	Pacifica Community TV	04/16/26 GCSD	6180 Video Taping	400.00
05/21/26	10752	PG&E (Office #4277-7)	Office Inv dtd 04/23/26	6170 Utilities	25.34
05/21/26	10753	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 04/16/26	6170 Utilities	360.06
05/21/26	10754	Presidio Systems, Inc	CCTV EI Granada	5065 CCTV	34,540.00
05/21/26	10755	Rodolfo Romero	May Cleaning	6130 Office Maintenance & Repairs	330.00
05/21/26	10756	San Mateo County Harbor District	Office Lease - June 2026	6120 Office Lease	5,363.31
05/21/26	10757	San Mateo Resource Conservatio	CTA-BS-GCSD 10/01/25-03/31/26	5110 RCD - Parks	779.75
05/21/26	10758	SDRMA	SDRMA Medical Benefit Premiums - June 2026	6062 Medical	5,900.45
05/21/26	10759	Sewer Authority Mid-Coastside	May 2026 Collections & Asmts	5011 SAM - Administration	172,128.92
05/21/26	10760	Streamline	Streamline Flex 05/01/26-06/01/26	6190 Computers	245.00
05/21/26	10761	US Bank Equipment Finance	May 2026 Svcs	6020 Copier lease	252.28
05/21/26	10762	Wanda Bowles	04/16/26 GCSD	6040 Directors' Compensation	190.00
05/21/26	10763	Wittwer Parkin	Legal Svcs 04/07/26-04/28/26	6090 Legal Services	1,617.00
				<b>TOTAL</b>	<b>\$ 410,304.57</b>



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## Financial Statements

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Granada Community Services District  
March 2026

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# Executive Summary

## REVENUE (2025/2026 YTD)

**\$3,602,229**

▲ 0.2% vs budget



## EXPENSES (2025/2026 YTD)

**\$2,730,846**

▼ -7.9% vs budget



## CHANGE IN NET... (2025/2026 YTD)

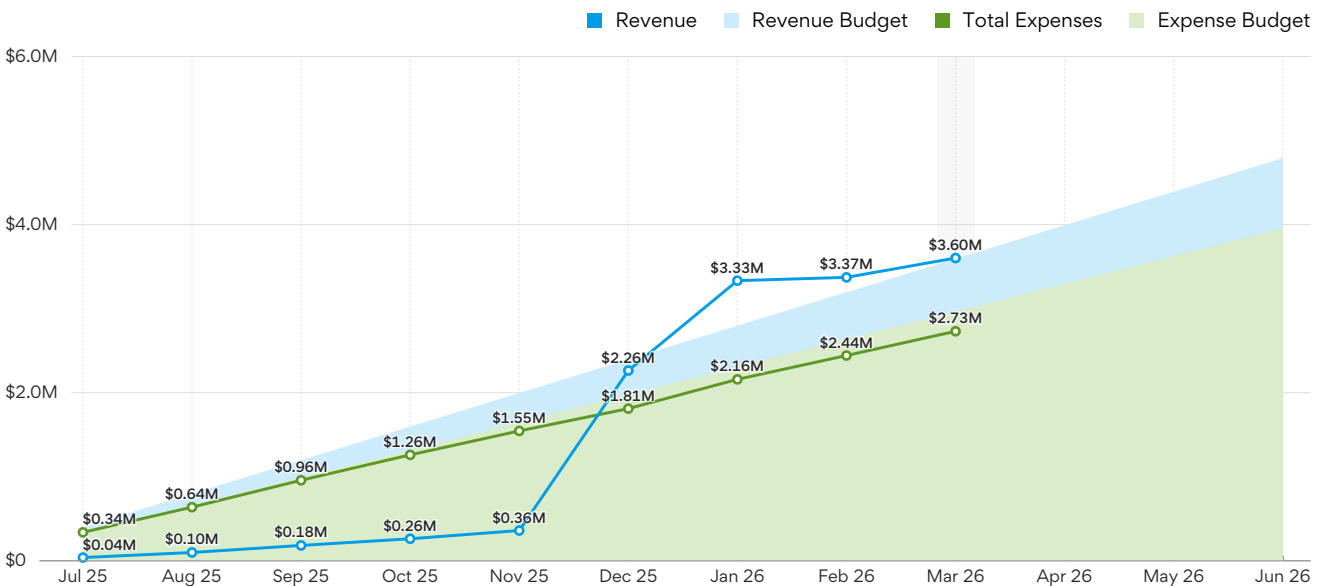
**\$871,383**

▲ 38.7% vs budget



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

## YTD Cumulative Revenue & Expense Budget Trends

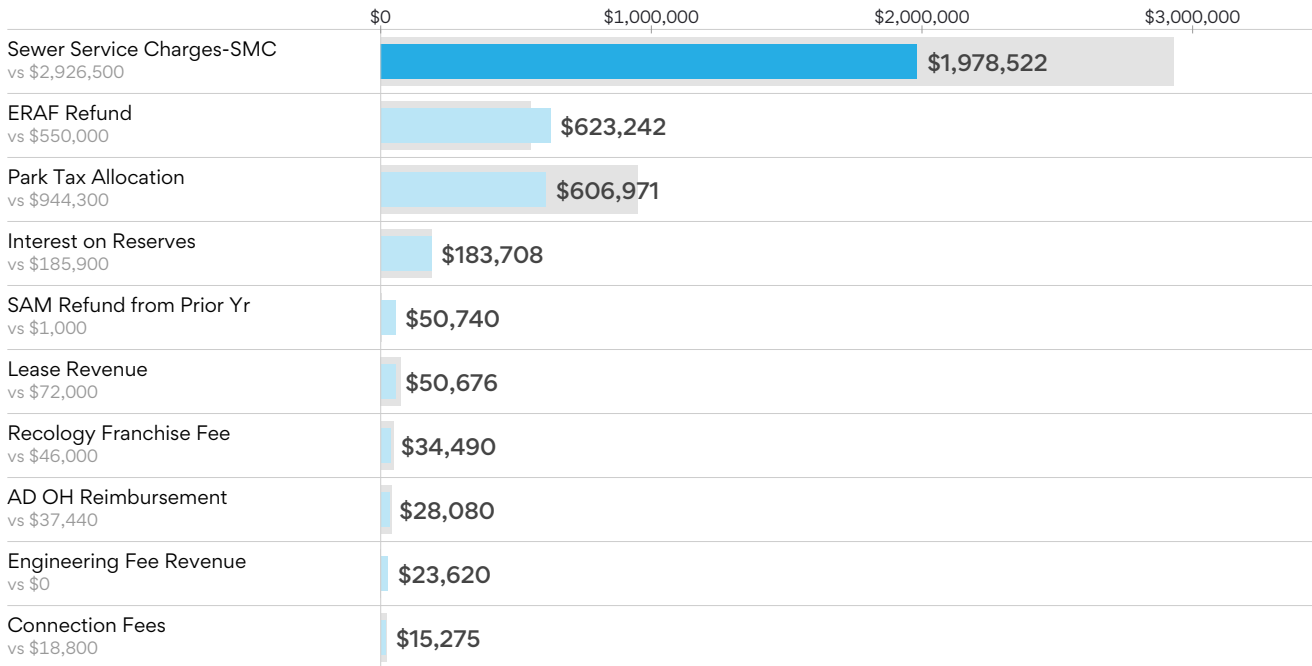


The sharp increases in revenue in December 2025 and January 2026 were primarily due to property tax disbursements from the County of San Mateo. Year-to-date expenses have closely aligned with the budget.

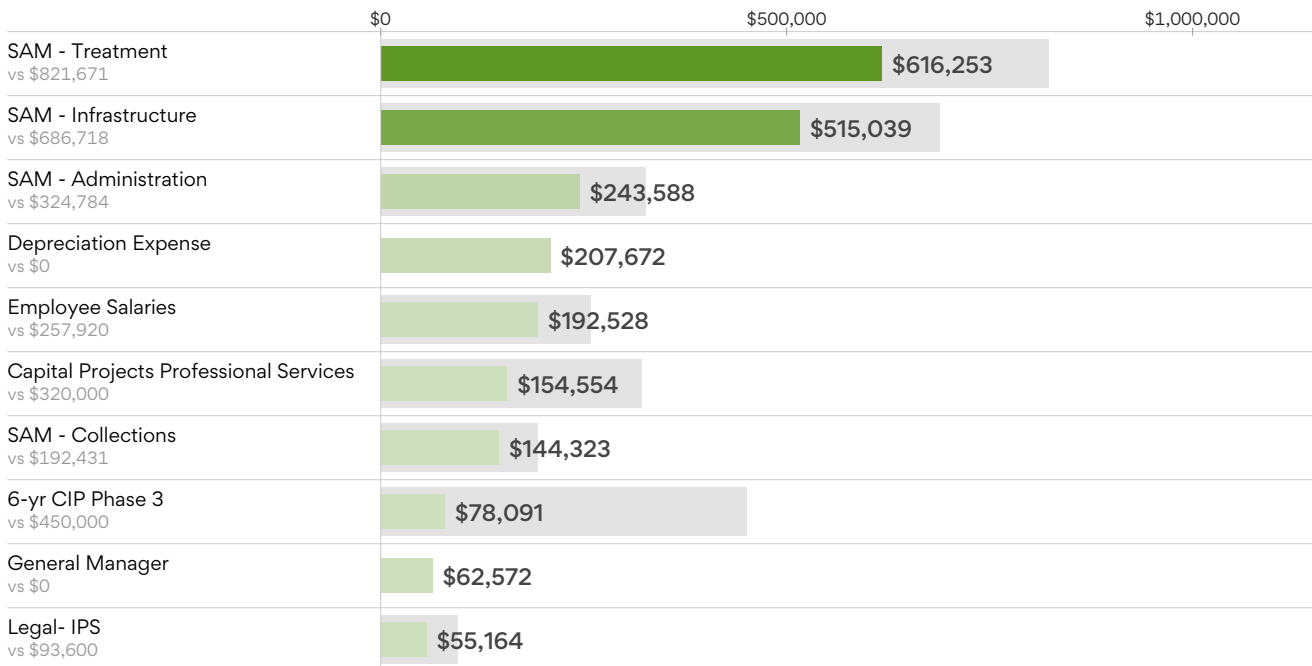
## Top 10 Revenues & Expenses

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

### Top 10 Revenue breakdown (2025/2026 YTD vs Budget)



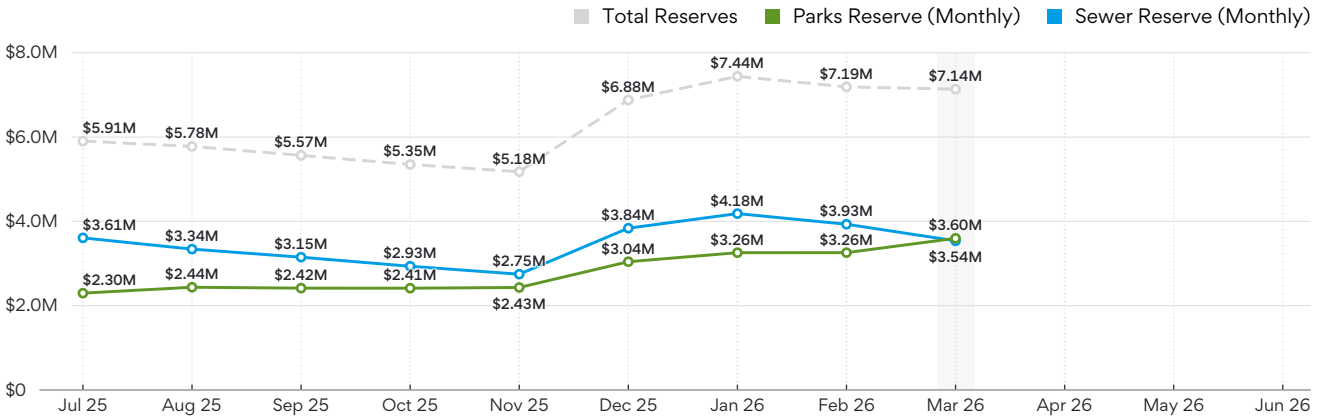
### Top 10 Expenses breakdown (2025/2026 YTD vs Budget)



## Budgetary Fund Cash Reserves

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

### Reserve Balances



Sewer Reserves (\$)	2025/2026 (YTD)
Beginning Sewer Reserve	3,660,138
Change in Sewer Reserve	(121,459)
<b>Ending Sewer Reserve</b>	<b>3,538,679</b>

Parks & Recreation Reserves (\$)	2025/2026 (YTD)
Beginning Parks Reserve	2,466,512
Change in Parks Reserve	1,131,442
<b>Ending Parks Reserve</b>	<b>3,597,954</b>

Total Cash Reserves (\$)	2025/2026 (YTD)
<b>Ending Reserves</b>	<b>7,136,632</b>

# Financial Statements

## Granada Community Services District Statement of Net Position (Unaudited) As of March 31, 2026

<b>ASSETS</b>	<b>Mar 2026</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	45,211
Tri Counties Bank - Deposit	2,500
LAIF	9,380
CalTrust Liquidity Fund #0010	7,075,166
Undeposited Funds	4,150
<b>Total Cash &amp; Equivalents</b>	<b>7,136,632</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	4,231
<b>Other Current Assets</b>	
Due from AD	200
Prepaid Expenses	11,397
Excess ERAF Receivable	265,873
<b>Total Other Current Assets</b>	<b>277,470</b>
<b>Total Current Assets</b>	<b>7,418,333</b>
<b>Fixed Assets</b>	
Collections System	12,867,836
Construction in Progress	73,254
Equipment	22,943
Land	2,862,979
Right of Use Assets, Net	42,171
Accumulated Depreciation	(8,655,217)
<b>Total Fixed Assets</b>	<b>7,213,966</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	6,610,092
ERAF 5% Retention Receivable	83,280
Lease Receivable	11,951
<b>Total Investments or Other Non-Current Assets</b>	<b>6,705,323</b>
<b>Total Non-Current Assets</b>	<b>13,919,289</b>
<b>Total Assets</b>	<b>21,337,622</b>
<b>Deferred Outflows of Resources - Pension</b>	<b>112,280</b>

(Continued on next page)

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of March 31, 2026  
(Continued)

<b>LIABILITIES</b>	<b>Mar 2026</b>
<b>Accounts Payable</b>	
Accounts Payable	53,071
<b>Other Current Liabilities</b>	
Compensated Absences, Current Portion	10,750
Deposits Payable	11,498
Payroll Liabilities	2,264
Recology-Delinquent Garbage Payable	57,186
Unearned Revenue	9,360
<b>Total Other Current Liabilities</b>	<b>91,057</b>
<b>Total Current Liabilities</b>	<b>144,128</b>
<b>Other Non-Current Liabilities</b>	
Compensated Absences, Noncurrent	4,303
Lease Liability	44,625
Net Pension Liability	180,689
<b>Total Other Non-Current Liabilities</b>	<b>229,617</b>
<b>Total Non-Current Liabilities</b>	<b>229,617</b>
<b>Total Liabilities</b>	<b>373,745</b>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Inflows of Resources - Leases	11,261
Deferred Inflows of Resources - Pension	610
<b>Total Deferred Inflows of Resources</b>	<b>11,871</b>
 <b>NET POSITION</b>	
Net Investment in Capital Assets	7,213,966
Net Position - Unrestricted	13,850,319
<b>Total Net Position</b>	<b>\$ 21,064,286</b>

**Granada Community Services District**  
**Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)**  
**For the Nine Months Ended March 31, 2026**

<b>Revenue</b>	<b>Jul-Mar 2026</b>	<b>Expected to Date</b>	<b>Variance YTD</b>	<b>FY25/26 Budget</b>
<b>Operating Revenue</b>				
Sewer Service Charges-SMC	\$ 1,978,522	\$ 2,194,875	\$ (216,353)	\$ 2,926,500
Sewer Service Charges-Pro-rated	1,768	-	1,768	-
Connection Fees	15,275	14,100	1,175	18,800
<b>Total Operating Revenue</b>	<b>1,995,565</b>	<b>2,208,975</b>	<b>(213,410)</b>	<b>2,945,300</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	183,708	139,425	44,283	185,900
SAM Refund from Prior Yr	50,740	750	49,990	1,000
ERAF Refund	623,242	412,500	210,743	550,000
Misc Income - Sewer	3,193	3,750	(557)	5,000
Misc Income - Recreation	7,282	3,750	3,532	5,000
Lease Revenue	50,676	54,000	(3,324)	72,000
Interest Revenue - Leases	1,015	-	1,015	-
Park Tax Allocation	606,971	708,225	(101,254)	944,300
AD OH Reimbursement	28,080	28,080	-	37,440
Recology Franchise Fee	34,490	34,500	(10)	46,000
Delinquent Garbage Fee	6,667	-	6,667	-
Engineering Fee Revenue	23,620	-	23,620	-
Gain (Loss) on Disposal of Capital Assets	(13,020)	-	(13,020)	-
<b>Total Non Operating Revenue</b>	<b>1,606,664</b>	<b>1,384,980</b>	<b>221,684</b>	<b>1,846,640</b>
<b>Total Revenue</b>	<b>3,602,229</b>	<b>3,593,955</b>	<b>8,274</b>	<b>4,791,940</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	889,799	889,798	-	1,186,398
SAM - Collections	144,323	144,323	-	192,431
Depreciation Expense	207,672	-	207,672	-
CCTV	-	22,500	(22,500)	30,000
Pet Waste Station	1,152	-	1,152	-
RCD - Parks	780	750	30	1,000
Half Moon Bay Reimb - Parks	-	30,670	(30,670)	40,894
Recreation Supplies and Miscellaneous	1,098	-	1,098	-
<b>Total Operations</b>	<b>1,244,823</b>	<b>1,088,042</b>	<b>156,781</b>	<b>1,450,723</b>
<b>Administration</b>				
Auditing	19,840	14,085	5,755	18,780
Copier lease	488	2,752	(2,265)	3,670
Directors' Compensation	7,410	11,363	(3,953)	15,150
Education & Travel Reimb	-	1,515	(1,515)	2,020
Employee Compensation	300,660	301,372	(713)	401,830
Engineering Services	15,363	30,000	(14,636)	40,000
Insurance	1,844	52,650	(50,806)	70,200
Legal Services	104,042	101,400	2,642	135,200
Memberships	12,487	9,450	3,037	12,600
Office Lease	47,163	48,360	(1,197)	64,480
Interest Expense - Leases	1,463	-	1,463	-
Office Maint./Properties/Supplies	39,119	15,000	24,119	20,000

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Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Nine Months Ended March 31, 2026  
(Continued)

<b>Expenses (Continued)</b>	<b>Jul-Mar 2026</b>	<b>Expected to Date</b>	<b>Variance YTD</b>	<b>FY25/26 Budget</b>
<b>Administration (Continued)</b>				
Professional Services	120,091	115,080	5,011	153,440
Publications/Notices/Marketing Out	1,008	7,020	(6,012)	9,360
Utilities	10,440	12,495	(2,055)	16,660
Video Taping	3,600	3,900	(300)	5,200
Computers	6,590	3,900	2,690	5,200
Miscellaneous	52	7,500	(7,448)	10,000
Bank Service Charges	950	-	950	-
Permitting/Fees/Filing Fees	15,416	18,750	(3,333)	25,000
Park Related Misc Expenses	-	195	(195)	260
<b>Total Administration</b>	<b>708,025</b>	<b>756,787</b>	<b>(48,762)</b>	<b>1,009,050</b>
<b>Capital Projects</b>				
SAM - Infrastructure	515,039	515,039	-	686,718
Lift Station Maint.	30,315	21,000	9,315	28,000
Lateral Repairs	-	7,500	(7,500)	10,000
6-yr CIP Phase 3	78,091	337,500	(259,409)	450,000
Capital Projects Professional Service	154,554	240,000	(85,446)	320,000
<b>Total Capital Projects</b>	<b>777,998</b>	<b>1,121,038</b>	<b>(343,041)</b>	<b>1,494,718</b>
<b>Total Expenses</b>	<b>2,730,846</b>	<b>2,965,868</b>	<b>(235,022)</b>	<b>3,954,491</b>
<b>Change in Net Position</b>	<b>871,383</b>	<b>628,087</b>	<b>243,296</b>	<b>837,449</b>
<b>Beginning Net Position</b>	<b>20,192,903</b>	<b>20,192,903</b>	<b>-</b>	<b>20,192,903</b>
<b>Ending Net Position</b>	<b>\$ 21,064,286</b>	<b>\$ 20,820,990</b>	<b>\$ 243,296</b>	<b>\$ 21,030,352</b>

# Supplementary Information

Granada Community Services District  
 Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
 (Unaudited)  
 For the Nine Months Ended March 31, 2026

Revenue	Sewer	Parks & Recreation	Total
<b>Operating Revenue</b>			
Sewer Service Charges-SMC	\$ 1,978,522	-	\$ 1,978,522
Sewer Service Charges-Pro-rated	1,768	-	1,768
Connection Fees	15,275	-	15,275
<b>Total Operating Revenue</b>	<b>1,995,565</b>	<b>\$ -</b>	<b>1,995,565</b>
<b>Non Operating Revenue</b>			
Interest on Reserves	103,615	80,093	183,708
SAM Refund from Prior Yr	50,740	-	50,740
ERAF Refund	-	623,242	623,242
Misc Income - Sewer	3,193	-	3,193
Misc Income - Recreation	-	7,282	7,282
Lease Revenue	38,007	12,669	50,676
Interest Revenue - Leases	761	254	1,015
Park Tax Allocation	-	606,971	606,971
AD OH Reimbursement	28,080	-	28,080
Recology Franchise Fee	34,490	-	34,490
Delinquent Garbage Fee	6,667	-	6,667
Engineering Fee Revenue	23,620	-	23,620
Gain (Loss) on Disposal of Capital Assets	-	(13,020)	(13,020)
<b>Total Non Operating Revenue</b>	<b>289,173</b>	<b>1,317,491</b>	<b>1,606,664</b>
<b>Total Revenue</b>	<b>2,284,738</b>	<b>1,317,491</b>	<b>3,602,229</b>
<b>Expenses</b>			
<b>Operations</b>			
SAM - General	889,799	-	889,799
SAM - Collections	144,323	-	144,323
Depreciation Expense	207,342	330	207,672
Pet Waste Station	-	1,152	1,152
RCD - Parks	585	195	780
Recreation Supplies and Miscellaneous	-	1,098	1,098
<b>Total Operations</b>	<b>1,242,049</b>	<b>2,775</b>	<b>1,244,823</b>
<b>Administration</b>			
Auditing	14,880	4,960	19,840
Copier lease	366	122	488
Directors' Compensation	5,558	1,853	7,410
Employee Compensation	225,495	75,165	300,660
Engineering Services	15,363	-	15,363
Insurance	1,383	461	1,844
Legal Services	98,660	5,382	104,042
Memberships	9,749	2,738	12,487
Office Lease	35,372	11,791	47,163
Interest Expense - Leases	1,097	366	1,463
Office Maint./Properties/Supplies	13,770	25,349	39,119

(Continued on next page)

Supplementary Information  
Granada Community Services District  
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
(Unaudited)  
For the Nine Months Ended March 31, 2026  
(Continued)

<b>Expenses</b>	<b>Sewer</b>	<b>Parks &amp; Recreation</b>	<b>Total</b>
<b>Administration</b>			
Professional Services	78,489	41,601	120,091
Publications/Notices/Marketing Outreach	1,008	-	1,008
Utilities	9,406	1,034	10,440
Video Taping	2,700	900	3,600
Computers	4,943	1,648	6,590
Miscellaneous	39	13	52
Bank Service Charges	710	240	950
Permitting/Fees/Filing Fees	5,049	10,367	15,416
<b>Total Administration</b>	<b>524,036</b>	<b>183,989</b>	<b>708,025</b>
<b>Capital Projects</b>			
SAM - Infrastructure	515,039	-	515,039
Lift Station Maint.	30,315	-	30,315
6-yr CIP Phase 3	78,091	-	78,091
Capital Projects Professional Services		154,554	154,554
<b>Total Capital Projects</b>	<b>623,444</b>	<b>154,554</b>	<b>777,998</b>
<b>Total Expenses</b>	<b>2,389,529</b>	<b>341,317</b>	<b>2,730,846</b>
<b>Change in Net Position</b>	<b>\$ (104,791)</b>	<b>\$ 976,174</b>	<b>\$ 871,383</b>

