



# GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, June 18, 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: June 18, 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 style="text-align: center;"><b>OR</b></p> <p>Dial by your location +1669 444 9171 U.S.</p>
---	---

### **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**

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><u>Page</u></b>
<b>1. Park and Recreation Activities.</b>	<b>4</b>
a. Update on Granada Community Park and Recreation Center.	
b. Report on Planned Recreation Program Events.	
<b>2. Public Hearing – Consideration of Granada Community Services District Fiscal Year 2026/27 Sewer and Parks &amp; Recreation Budgets.</b>	<b>5</b>
<b>Recommendation:</b>	
1) Open public hearing and request public comment;	
2) Close public hearing; and	
3) Approve and adopt the budget.	
<b>3. Consideration of Policy and Resolution for the Statewide November 3, 2026 General Election.</b>	<b>15</b>
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> To be made by the Board.	
<b>4. Engineer’s Report.</b>	<b>18</b>
<b>5. Administrative Staff Report.</b>	<b>19</b>
<b>6. Report on Sewer Authority Mid-Coastside Meetings.</b>	<b>20</b>
<b>7. Authorize and Appoint General Manager Chuck Duffy to Negotiate with Successor Trustee of the Reed/Kamper Family Trust for Property at 400 Avenue Alhambra, El Granada, California, APN 047-251-160.</b>	
<b>Recommendation:</b> To be made by the Board.	

**CONSENT AGENDA**

<b>8. May 21, 2026 Regular Meeting Minutes.</b>	<b>36</b>
<b>9. June 2026 Warrants.</b>	<b>41</b>
<b>10. April 2026 Financial Statements.</b>	<b>42</b>

**COMMITTEE REPORTS**

<b>11. Report on seminars, conferences, or committee meetings.</b>	
--	--

**INFORMATION CALENDAR**

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

**ADJOURN TO CLOSED SESSION**

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).** Property: 400 Avenue Alhambra, El Granada, California, APN 047-251-160.  
District's Negotiator: Chuck Duffy  
Negotiating parties: Eileen O'Brien, successor Trustee of the Reed/Kamper Family Trust and Granada Community Services District.  
Under negotiation: Instruction to negotiator will concern terms.

**RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN REGULAR MEETING**

At the conclusion of May 21, 2026 Board Meeting:  
Last Ordinance adopted: No. 177  
Last Resolution adopted: No. 2026-02

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



## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Granada Community Park and Recreation Center Updates/Recreation Program Update  
Date: June 18, 2026

---

### Granada Community Park and Recreation Center Updates

Final documents are being prepared for the San Mateo County Coastal Development Permit application. The estimator engaged by CPM is working on the project budget but due to various vacations and the team's desire to ensure accuracy over speed, the project budget and phasing presentation is now scheduled for the July 16, 2026 meeting.

### Recreation Program Update

#### Past & Ongoing Events

- Session 3 Beginning Sewing will wrap up on 6/23
- Learn to Draw – start June 17 (5 registered)
- Chair Yoga on Wednesdays – ongoing – averaging 5-8 students
- Sound Bath – monthly sessions – next session June 23
- Deer Creek Walk, June 14 at 10:00AM (6 registered)
- Free Summer Yoga – 6/12, 6/26, 7/10, 7/24 from 4:00-5:00PM

#### Upcoming/Planned Events

- Recology Quarterly Recycling Day, July 18 – with paper shredding

#### Other Recreation/Event Ideas

- 4<sup>th</sup> of July Fireworks or Drone show (2027 or future years)
- History or nature walks
- Adult Craft and Mindfulness class
- Other ideas?



# GRANADA COMMUNITY SERVICES DISTRICT

---

## AGENDA MEMORANDUM

---

To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: GCSD Sewer and Parks and Recreation District Budgets – FY 2026/27  
Date: June 18, 2026

---

Attached for your Board's consideration is the Fiscal Year 2026/27 Sewer District Budget and Parks and Recreation District Budget. A draft budget was presented to your board in May for comments, and the final draft is now presented for public hearing and approval. Highlights from the budgets are listed below:

### **Sewer District Budget**

The overall sewer budget totals approximately \$4.77 million, compared to the prior year's budget of \$3.34 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.

(continued next page)

**Parks and Recreation District Budget**

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

- The FY 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 \$1.5 million, and is a broad cost estimate based on percentages of construction cost estimates. There are two caveats with this estimate: 1) the very broad based nature of the estimate; and 2) the probability that we will 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 will keep the board updated as we have a more accurate idea on these budget numbers.



# GRANADA COMMUNITY SERVICES DISTRICT

**FISCAL YEAR 2026/27**

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

**BOARD OF DIRECTORS**

Barbara Dye, Board President

Wanda Bowles, Board Vice President

Matt Allen, Director

Nancy Marsh, Director

Jen Randle, Director

**DISTRICT STAFF**

Chuck Duffy, General Manager

Hope Atmore, Assistant General Manager

Nora Mayen, District Administrator

**GRANADA COMMUNITY SERVICES DISTRICT**

**SEWER DISTRICT BUDGET  
FISCAL YEAR 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>	<b>\$ 3,068,940</b>	<b>\$ 3,076,340</b>	<b>\$ 7,400</b>	<b>\$ 3,175,400</b>
 <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>	<b>\$ 134,100</b>	<b>\$ 202,915</b>	<b>\$ 68,815</b>	<b>\$ 102,375</b>
 <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><u>SEWER - GCSD ADMINISTRATIVE EXPENSES</u></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	\$ 111,386	\$ 3,386	\$ 129,000
8 . Insurance	\$ 52,650	\$ 55,000	\$ 2,350	\$ 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	\$ 14,136	\$ (864)	\$ 9,000
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	\$ 6,120	\$ (3,880)	\$ 7,000
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	\$ 29,120
24 . Professional Services - Sewer Related	\$ 64,000	\$ 66,800	\$ 2,800	\$ 74,000
Sub-Total GCSD Sewer Administration Expenditures	\$ 828,360	\$ 792,302	\$ (36,058)	\$ 800,080
<b>SEWER - SUB-TOTAL EXPENDITURES (Operating and Admini</b>	<b>\$ 2,893,907</b>	<b>\$ 2,857,849</b>	<b>\$ (36,058)</b>	<b>\$ 4,674,628</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

**GRANADA COMMUNITY SERVICES DISTRICT**

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

	<u>FY 2025/26</u> <u>Approved</u> <u>Budget</u>	<u>FY 2025/26</u> <u>Projected</u> <u>Actual</u>	<u>Over/</u> <u>(Under)</u> <u>Budget</u>	<u>FY 2026/27</u> <u>Budget</u>
<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 (Op's, Admin., and Capi</b>	<b>\$ 3,343,907</b>	<b>\$ 2,966,849</b>	<b>\$ (377,058)</b>	<b>\$ 4,774,628</b>

**SEWER - RESERVE FUND BALANCE**

1 . Beginning Balance on July 1, 2026	\$ 3,926,500
2 . Transfer from Reserves to Operating Budget	\$ (1,496,853)
<b>SEWER RESERVE AT END OF FISCAL YEAR 2026/27</b>	<b>\$ 2,429,647</b>

**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>PARKS AND RECREATION - REVENUES</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 2026/27**

**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	\$ 37,128	\$ 1,218	\$ 43,000
8 . Insurance	\$ 17,550	\$ 18,335	\$ 785	\$ 19,600
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	\$ 4,714	\$ (286)	\$ 3,000
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 . Recreation Supplies and Miscellaneous/Mutt Mitt Supplies	\$ 260	\$ 2,950	\$ 2,690	\$ 3,000
19 . Professional Services - Recreation Related	\$ 39,520	\$ 59,400	\$ 19,880	\$ 44,500
20 . RCD Services	\$ 1,000	\$ 900	\$ (100)	\$ 1,000
21 . Reimbursement to HMB per Property Tax Agreement	\$ 40,894	\$ 43,470	\$ 2,577	\$ 45,384
<b>SUB-TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 265,584</b>	<b>\$ 282,317</b>	<b>\$ 16,734</b>	<b>\$ 294,744</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 CENTE</u></b>				
1 . Professional Services	\$ 320,000	\$ 340,000	\$ 20,000	\$ 1,500,000
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>\$ 1,525,000</b>
<b>PARKS TOTAL EXPENDITURES (Admin. &amp; Park Project)</b>	<b>\$ 610,584</b>	<b>\$ 630,317</b>	<b>\$ 19,734</b>	<b>\$ 1,819,744</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				\$ (192,344)
<b>PARKS AND RECREATION RESERVE AT END OF FISCAL YEAR 2026/27</b>				<b>\$ 3,567,656</b>



## GRANADA COMMUNITY SERVICES DISTRICT

---

# AGENDA MEMORANDUM

---

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: June 18, 2026

---

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. At the May 21, 2026 meeting, staff was directed to gather additional information on other special districts within the County in order to better inform the decision on covering candidate statement length and costs. Per the SMC Elections Office,

- Of the 22 Special Districts in November 2024, only 5 (including GCSD) districts covered the candidate statement costs.
- Of those 22, only 3 opted for 400-word statements.
- Costs are not finalized yet for the November 2026 election, however having a 400-word statement would double the translation costs. To reference the June election, translating into 3 languages was \$198 per candidate on a 200-word statement. At 400-words that would then be \$396 per candidate.

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 18<sup>th</sup> day of June, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

---

Hope Atmore, Board Secretary

June 11, 2026

## **Memorandum**

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

---

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

Based on recent CCTV sewer inspections, we revised our initial outline for a new 6-year CIP which is being reviewed by staff. We have just become aware that because of the high cost assigned to GCSD to pay for the replacement of SAM's Montara force main, only about \$100k will be available for CIP pipe replacements in FY26-27. Accordingly, the 26-27 CIP will likely include replacement of only those sewers in the poorest condition.

### **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. 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 soon 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 have provided our review comments. Both this permit and the one for 247 San Juan Ave include overlapping extensions of the same GCSD's sewer on San Juan Ave. Our comments stated that the 114 Delores project must be closely coordinated with the 247 San Juan Ave project.



# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors  
 From: Hope Atmore  
 Subject: Administrative Staff Report  
 Date: May 15 to June 12, 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.

- Sewer Service Charge Report preparation – will be presented at July meeting
- Final budget preparations
- CSDA San Mateo County Chapter meeting – LAFCo Municipal Service Review (MSR) for Coastside Agencies set for 2026-27
- Meeting with Assessment District legal counsel
- Continued clearing of Portola Pump Station storage room

**PUBLIC RECORDS (ACT) REQUESTS** – There was one new request this period:

Date	Requestor	Documents Requested	Response
6/5/26	R. Szewczyk	Form 700 Filings for Director Jen Randle	6/10/26

**APPLICATIONS RECEIVED** – There was one application received during this period:

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
6/9/26	SFD	C. Young	047-215-340	535 Palma Street, EG	5,304	R1/S17

**PERMITS ISSUED** - There was one permit issued during this period:

Permit	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
Inspection	N/A	6/2/26	C. Seva	047-234-140	673 The Alameda, EG	N/A	R1/S17

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



## **SEWER AUTHORITY MID-COASTSIDE**

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

#### ***Regular Board Meeting 7:00 PM, Monday, June 8, 2026***

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

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81403250470?pwd=yNII00ApBY6UEbUerAk4AYaqRbD1Ym.1>

Meeting ID: 814 0325 0470

Passcode: 303577

+16694449171,

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 June 8, 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, and May 11, 2026, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for June 8, 2026 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending April 30, 2026 **(Attachment)**
- D. Accept the Quarterly Financial Report for the 3rd Quarter of Fiscal Year 2025-26 **(Attachment)**

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

- A. Adopt Resolution No. 02-2026 Adopting the Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2026/27 **(Attachment)**
- B. Adopt Resolution No. 03-2026 Adopting the Sewer Authority Mid-Coastside General Budget for Fiscal Year 2026/27 and Adopting the Position Control List **(Attachment)**
- C. Status on Infrastructure Budget **(Attachment)**
- D. Consider and Obtain Board Feedback on a Draft Amendment and Restatement of the Existing Easement Agreement Between SAM and City of Half Moon Bay for APN 048-024-240 for the Wastewater Treatment Plant Site (informational only draft agreement to be provided prior to Board Meeting).
- E. Consider and Obtain Board Feedback on a Draft Easement Agreement with City of Half Moon Bay for the City , to Restore an Area Along the Kehoe Watercourse in Order to Provide Mitigation of the Stormwater Flows, and Also to Provide a Utility Easement to Allow the City to Relocate a Sewer Line from West of Pilarcitos

- Avenue to South East of the end of Pilarcitos Avenue Connecting at Bev Cunha Road. (informational only draft agreement to be provided prior to Board Meeting).
- F. Open and Conduct Public Hearing and Receive Update on Status of Proposed Power Purchase Agreement at SAM Plant Site and Continue Public Hearing until a Regular Adjourned Meeting to be set by the Board.

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Managers’ Report – April 2026

**6. ATTORNEY’S REPORT**

**7. DIRECTORS’ REPORT**

**8. TOPICS FOR FUTURE BOARD CONSIDERATION ([Attachment](#))**

**9. ADJOURNMENT**

Upcoming Regular Board Meetings: June 22, 2026, and July 13, 2026.

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

-----  
**INFORMATION FOR THE PUBLIC**

This agenda contains a brief description of each item to be considered. Those wishing to address the Board on any matter not listed on the Agenda, but within the jurisdiction of the Board, may do so during the Public Comment section of the Agenda and will have a maximum of three minutes to discuss their item. The Board Chair will recognize those wishing to speak on a matter listed on the Agenda at the appropriate time. Any writing that is a public record and relates to an agenda item for an open session of a regular meeting that is distributed to the Board less than 72 hours prior to the meeting, is available for public inspection, during normal business hours, at the Authority’s office. Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or an accommodation in order to participate in the public meeting at least two working days in advance of the meeting by contacting the Authority at (650) 726-0124.



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

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** June 8, 2026  
**SUBJECT:** **Monthly Manager’s Report – April 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 *April 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: 0  
 Reportable Spills Cat 4: 0

*Flow Report (See Attachment A)*

Half Moon Bay	1.066	61.13%
Granada CSD	0.326	18.71%
Montara W&SD	0.352	20.17%
<b>Total</b>	<b>1.745</b>	<b>100.0%</b>

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

**Administration**

There were two Regular Board Meeting in the month of April 2026, and no public record requested. There were no articles in the Half Moon Bay Review. There were five articles in the Coastside Buzz Mentions Revised Notice of Sewer Authority Mid-Coastside Public Hearing for Monday, April 13<sup>th</sup>, 2026, at 7:15 Regarding Potential Energy Service Contract for Solar and Battery Storage.(April 8, 2026), Sewer Authority Mid-Coastside Board Members Caution Staff on Budget Language Due to Coastside New AI Bot “Coastie”.(April 9, 2026),Sewer Authority Mid-Coastside: Notice of Intent to Adopt an Initial Study and Mitigated Negative Declaration for SAM Force Main in Montara Replacement Project.(April 14, 2026),Sewer Authority GM Explains System, Joint Powers Authority Management and Design-Build Process For “Force Main at Montara” Replacement for Midcoast Community Council.(April 16 2026),and Sewer Authority Mid-Coastside Adopts Mitigated Negative Declaration (IS/MND) for Sewer Force Main Project in Montara Which Fixes Pipe Without Increasing Capacity.(April 30 2026).There were no new hires in the month of April. There were Two Anniversary in the month of April, George Long Lead Operator, and George Evans Finance Officer.

**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. 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 19.1 mg/l this month. Our highest result this month was 29 mg/L.

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

---

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

Training this month (4/1), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month we had refresher on safe forklift operation. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

We had a small earthquake at the beginning of the month; no damage was observed at any of the facilities.

We had more rain this month than we have recently, from our records the last time we had over five inches of rain in a single month was March of 2024.

GSE started working on the effluent pumps towards the end of the month.

During the month of April 2025 rainfall was well below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 1.876 inches of rain for March, (1.89 inches is considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 5.37 inches, (from the NOAA gauge at the plant, well above normal and the wettest month we have seen in a while), the trees might be an issue on this gauge. With the trees in mind, I have requested to move this station 100 feet or so with our NOAA contact person. Our roof top had 4.82 at the plant, 4.49 inches in the GCSD service area, and 4.21 inches at the MWSD weather station. There were micro-climate variations verified by the data.

**Below is a chronological summary of some of the occurrences during the month of April 2026.**

- 4/1/2026 – Daily operator rounds and duties. \*\*Calcon is at the plant working on electrical equipment at the final effluent building. Continue adding polymer to aeration basin #3. Set up a ladder in secondary #2 for work to be done by RE-Buildit. Du-all training, forklift 3-year refresher, classroom, and hands on.
- 4/2/2026 – \*\*Earthquake centered in the Boulder creek area of a 4.6 magnitude at 01:40, the alert system woke many of us. There was no damage that we were able to find at the facilities. Daily ops rounds and duties. RE-Buildit here to work on secondary #2. Fill up a couple of totes of mixed polymer to add to aeration basin #3. Trash pump rental at Princeton pump station returned to Herc Rentals.
- 4/3/2026 - Daily operator rounds and duties. Continue adding polymer to aeration basin #3. Spray chlorine on AB3 surface due to high foam. RF McDonald is here to work on boiler #2. \*\*RF McDonald found a small natural gas

---

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

leak on boiler #2, isolated and shut natural gas line. Power glitches at the plant in the afternoon, reset all alarms associated.

- 4/4/2026 - Saturday - Daily ops rounds and duties. Heavy foam at primary effluent channels leading to the AB's wash down channels.
- 4/5/2026 - Sunday - Daily ops rounds and duties. Add polymer and spray CL2 to AB3. Collect 1<sup>st</sup> day ALPHA LAB samples. Place fire alarm on test.
- 4/6/2026 - Daily ops rounds and duties. Add polymer and spray chlorine to the surface of AB3. Replace the polymer tote for the belt press. Set CL2 to RAS to 40lbs per day. Collect ALPHA LAB samples.
- 4/7/2026 - Daily ops rounds and duties. Sodium Bisulfite delivery to the plant. Continue adding polymer to AB3. Sprayed CL2 to AB3 to control amount of foam on surface.
- 4/8/2026 – Daily operator rounds and duties. Calcon is working on electrical equipment in the effluent building. Empty trash cans in every building around the plant.
- 4/9/2026 – Daily ops rounds and duties. Calcon is working on electrical equipment in the effluent building. Drop off and pick up SAM 5 at Phil's auto repair. Bleach the SO2 line in the effluent building. ALUM delivery to the plant.
- 4/10/2026 - Daily operator rounds and duties. \*\*Found the primary loop pump #2 not working, reset breaker and still not working, had Calcon diagnosed the issue, found the issue, and repaired it.
- 4/11/2026 - Saturday – Rainy - Daily ops rounds and duties. Continue adding polymer to the aeration basin #3. Chemical sump pump high level alarm at night. \*\*High influent of 7.57 MG today due to the rain. This would likely be from direct inflow as it has not rained in a while. For reference it cost us an additional one hundred and seventy dollars in delivered hypochlorite cost today to treat rainwater.
- 4/12/2026 - Sunday – Rainy - Daily ops rounds and duties. No anomalies.
- 4/13/2026 - Daily ops rounds and duties. Washdown headworks area. Add polymer to AB3. \*\*Superintendent attended Bay Area Biosolids Coalition Meeting in Redwood City. There is some good tech out there to reduce our disposal cost. Our footprint limits us to some degree but there are things we can look at.

---

<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	

- 4/14/2026 - Daily ops rounds and duties. Exercise all influent pumps. Rotate chemical pumps. Grease forks on the forklift. Waste heat valve stuck open, made some adjustment to the valve, and worked ok afterwards.
- 4/15/2026 - Daily operator rounds and duties. Maintenance crew installing new plug valves on the primary loop pumps. CALCON is working on the seal cove lift stations. Clean all 4 DO MLSS probe meters. Taylor from RMC is here to check primary loop water. Picked up the Ford Maverick after getting emergency lighting installed.
- 4/16/2026 - Daily ops rounds and duties. Calcon is at the plant working on electrical equipment. \*\*GSE is here to inspect for concrete demo in the final effluent building. Cleaned the chlorine contact basin #2.
- 4/17/2026 - Daily operator rounds and duties. Continue adding polymer to aeration basin #3. Bleach and clean all sampler jugs and tubing.
- 4/18/2026 - Rainy - Saturday - Daily ops rounds and duties. No issues.
- 4/19/2026 - Rain - Sunday - Daily ops rounds and duties. Acknowledge and reset Fire alarms during the day. Pedro's cleaning service is in the admin building.
- 4/20/2026 - Daily operator rounds and duties. Continue adding polymer to AB3 due to heavy amount of foam. Pump down chemical sumps.
- 4/21/2026 - Daily ops rounds and duties. Spray CL2 to surface of AB3 and continue adding polymer. Calcon is at the plant working on installing the waste heat water valve. Hypo delivery to the plant. Wash out grit at influents Parshall flume. High level float for chemical sump pumps. Day 1 ALPHA lab samples.
- 4/22/2026 - Daily ops rounds and duties. Heavy rain. Come in early to pump down chemical sumps and check plant equipment. Exercise all influent pumps. Cleaned MLSS DO probe meters for AB4. Mix KI, PH4 and Iodate solution for DEOX SO2 analyzer. Replaced the air filter for Neuros blower 1. Portola Pump Station pump 4 VFD showing Fault alarm, reset and worked ok. Portola Pump Station pump 3 VFD not on, investigated and found a bad VFD, Calcon will replace it next week. Collect ALPHA samples day 2. \*\*Over the past three days we had two inches of rain, we saw a sharp increase in all station flows likely due to inflow.
- 4/23/2026 - Daily operator rounds and duties. GSE is here to drop off crane /lift for next week's work. Sprayed CL2 on AB3 due to heavy foam on surface. Mechanics worked on the primary loop pump fixed a leaking issue. Pedro's cleaning service is here.

---

<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	

- 4/24/2026 - Daily operator rounds and duties. Continue spraying chlorine and adding polymer to MLSS tank 3.
- 4/25/2026 - Saturday - Normal day with no issues. Daily ops rounds and duties.
- 4/26/2026 - Sunday - Daily ops rounds and duties. Pedro's cleaning service is in the admin building.
- 4/27/2026 - Daily ops rounds and duties. \*\*RF McDonald is here at the plant to install the expansion water tank for the loop system. Test effluent bypass line and worked ok.
- 4/28/2026 - Daily ops rounds and duties. Add polymer to AB3. GSE is at the plant to work in the final effluent building. Calcon is here to disconnect final effluent pumps. Relocate SO2 sample line. Start feeding SO2 to the chlorine contact tank effluent side.
- 4/29/2026 - Daily ops rounds and duties. \*\*Power Outage at Portola and Princeton pump station, work being done near HMB airport on Hwy 1 caused the outage. Calcon is at the plant working on electrical equipment. Primary sludge pump #5 failed, high pressure, reset breaker and worked ok. \*\*GSE is at the plant working on removing the final effluent pumps.
- 4/30/2026 - Daily operator rounds and duties. \*\*GSE is here working on final effluent pump demo. Continue adding polymer to aeration basin #3. Mechanics working on primary loop pump #2, replacing gaskets.

**Other activities are listed below:**

There were 10 deliveries (approximately 5,200 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 520.00. There were no leachate deliveries to the SAM IPS line in the month of April 2026, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 33,664 feet of sewer line and responded to ten calls in contract service areas. Four calls were sewer line related, and six were maintenance service calls. Three of the callouts were during regular business hours or started during regular business hours and went into overtime. The other seven calls were after-hour callouts.

---

<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	

One was in the HMB service area, two were in the GCSD service area, and seven were in the MWSD service area during the month of April 2026.

HMB – The sewer related call in the HMB service area was as follows; 4/1 - Call for back up, when crew arrived, they observed standing water in cleanout. Crew jetted main line, finding no obstruction. Advised owner to contact a plumber to resolve issue.

There were no maintenance related calls in the HMB service area during April 2026

GCSD – The sewer line related calls in the GCSD service area were as follows; 4/14 - Call for backup in garage. When crew arrived, they observed there was no property line cleanout, the service line ties to the manhole and they were able to assist to restore flow. Advised owner to find the property line clean out and have it exposed. 4/26 - Notification from GCSD about water flowing from manhole. When crew arrived, they observed a recent patch from CCWD. Further investigation revealed that there was a water leak the previous night. The main line was flowing fine, no issues on the sewer end of things.

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

MWSD – The sewer line related call in the MWSD service area was as follows; 4/15 - Call for water spill / leak at 850 Airport Rd, when crew arrived, they found everything flowing normally, the water appeared to be from a drain pump on the property.

The maintenance service calls in the MWSD service area during the month of March 2026 were as follows; 4/11 - 7th street LS alarm. When crew arrived, they observed station in likely due to rain and wind. Power was already restored upon arrival. Reset alarms and checked station for normal operation. 4/11 - California LS alarm. When crew arrived, they observed station in likely due to rain and wind. Power was already restored upon arrival. Reset alarms and checked station for normal operation. 4/13 - Seal cove # 3 alarms, both pumps had tripped. Reset pump #1 to restore. Pump # 2 was pulled to find rags in impeller. # 2 pump still would not reset. Contacted Calcon for assistance to investigate further. 4/28 - Airport station

---

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

alarm. Upon arrival found general station alarm, possible power glitch. Reset alarms and checked station for normal operation. 4/29 - Airport station in alarm due to PG&E outage. Genny ran for 4.8 hours. After power was restored reset alarms and checked station for normal operation. 4/29 - All stations were in alarm state due to power outage. All genny's ran a short time. After power was restored, crew reset all stations and checked for normal operation.

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

**Staff Recommendation**

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

**Supporting Documents**

- Attachment A: Monthly Flow Report April 2026
- Attachment B: Monthly NPDES Report April 2026
- Attachment C: Collection System Data April 2026
- Attachment D: Contract Collection Service Report April 2026

---

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

Attachment A

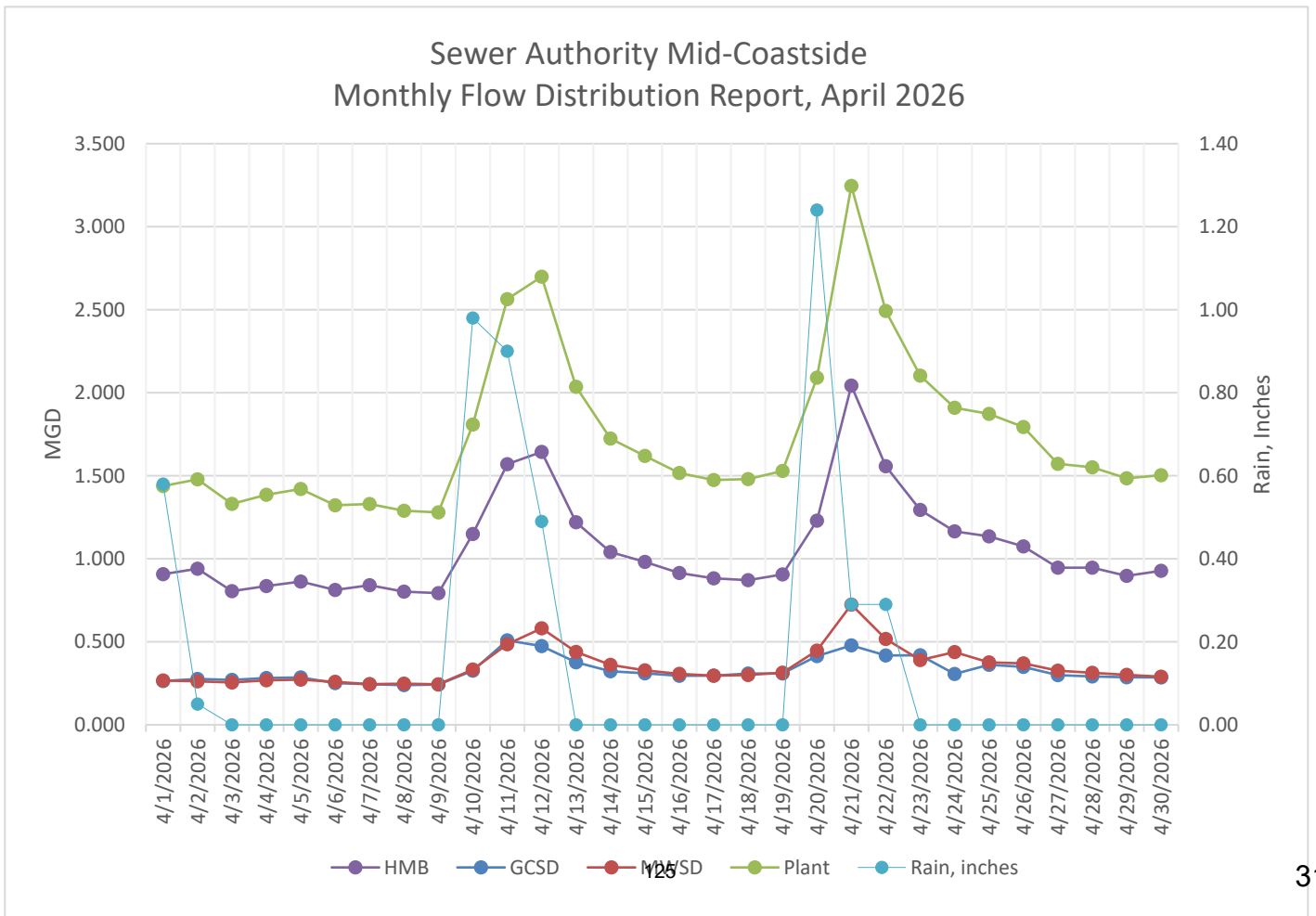
Flow Distribution Report Summary for April 2026

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

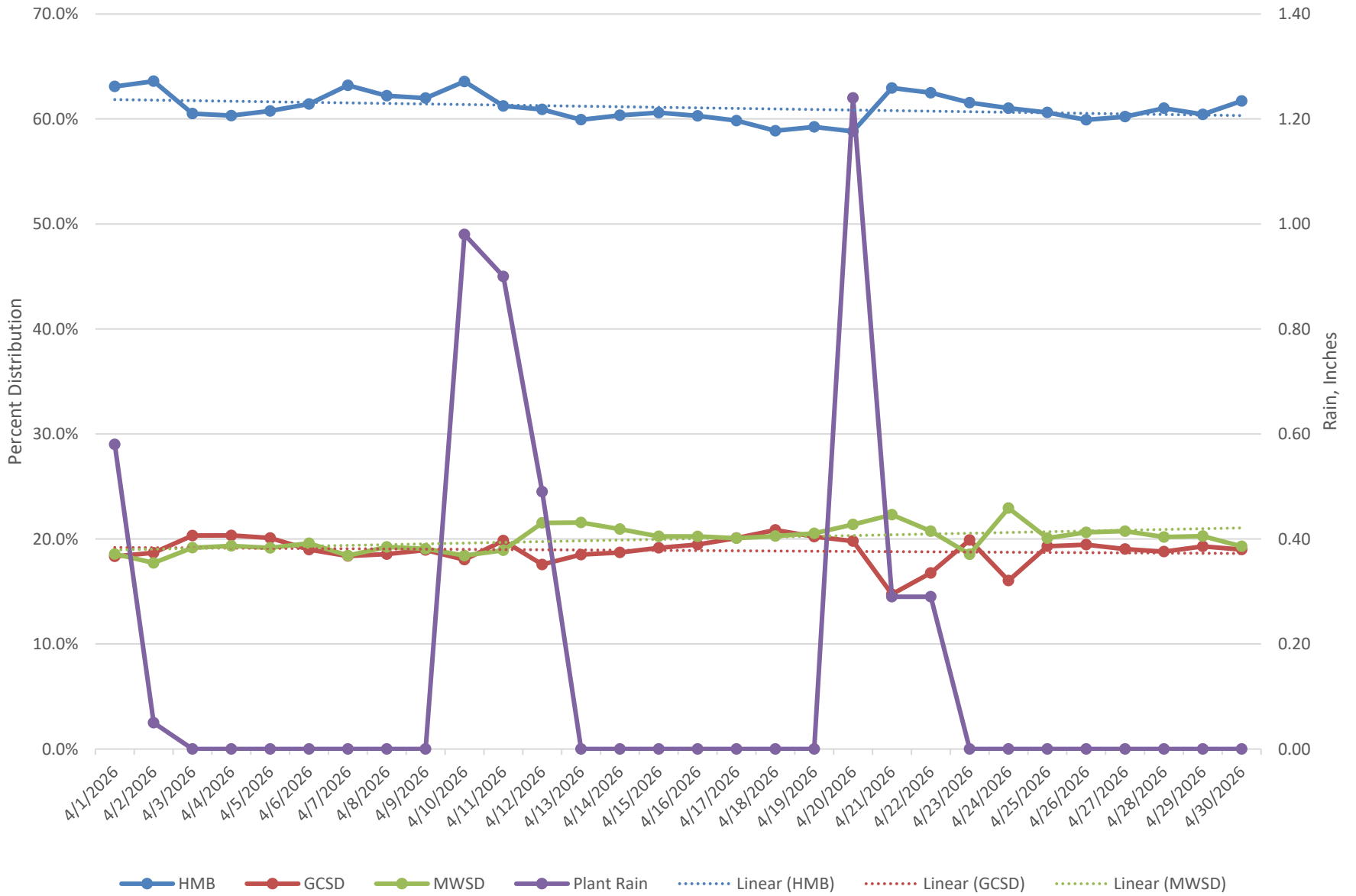
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

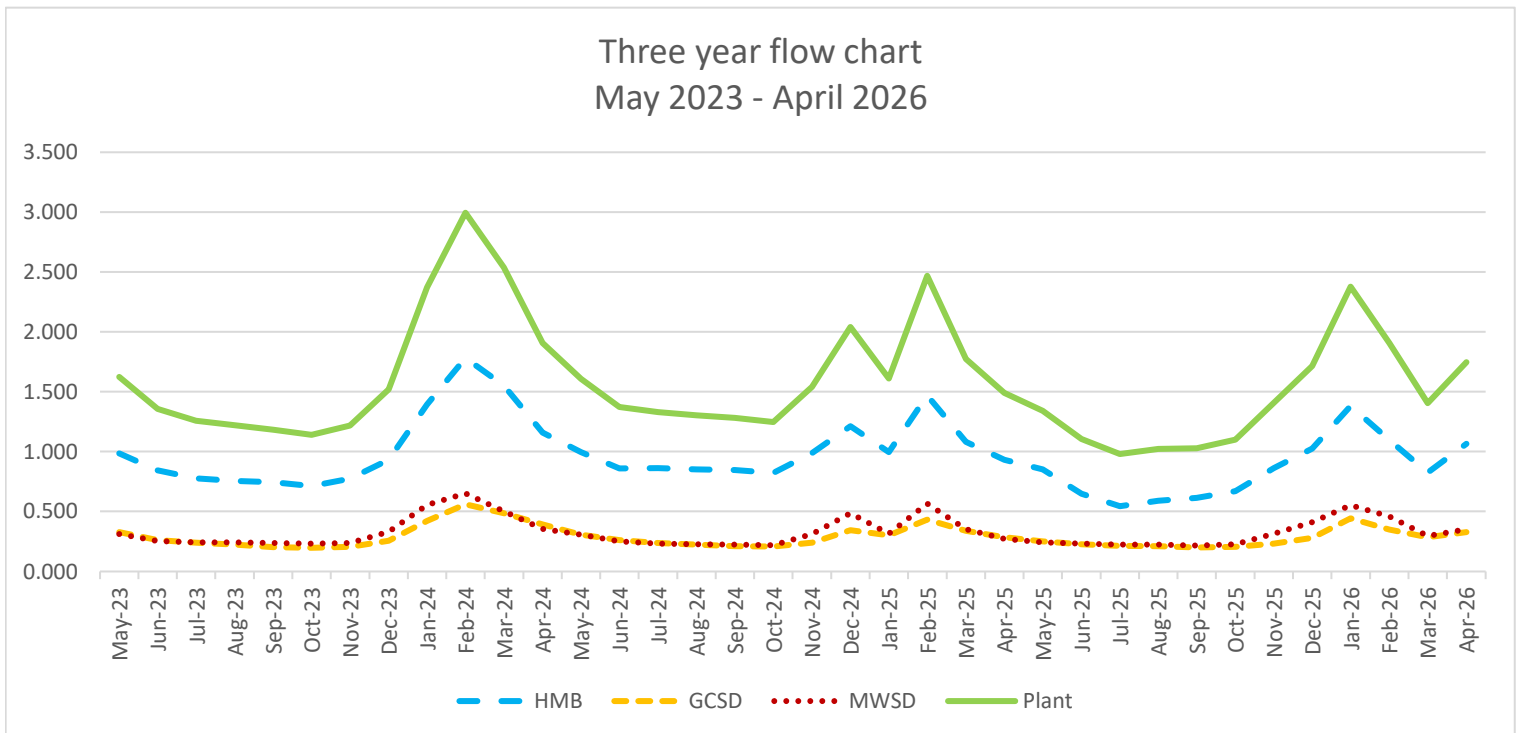
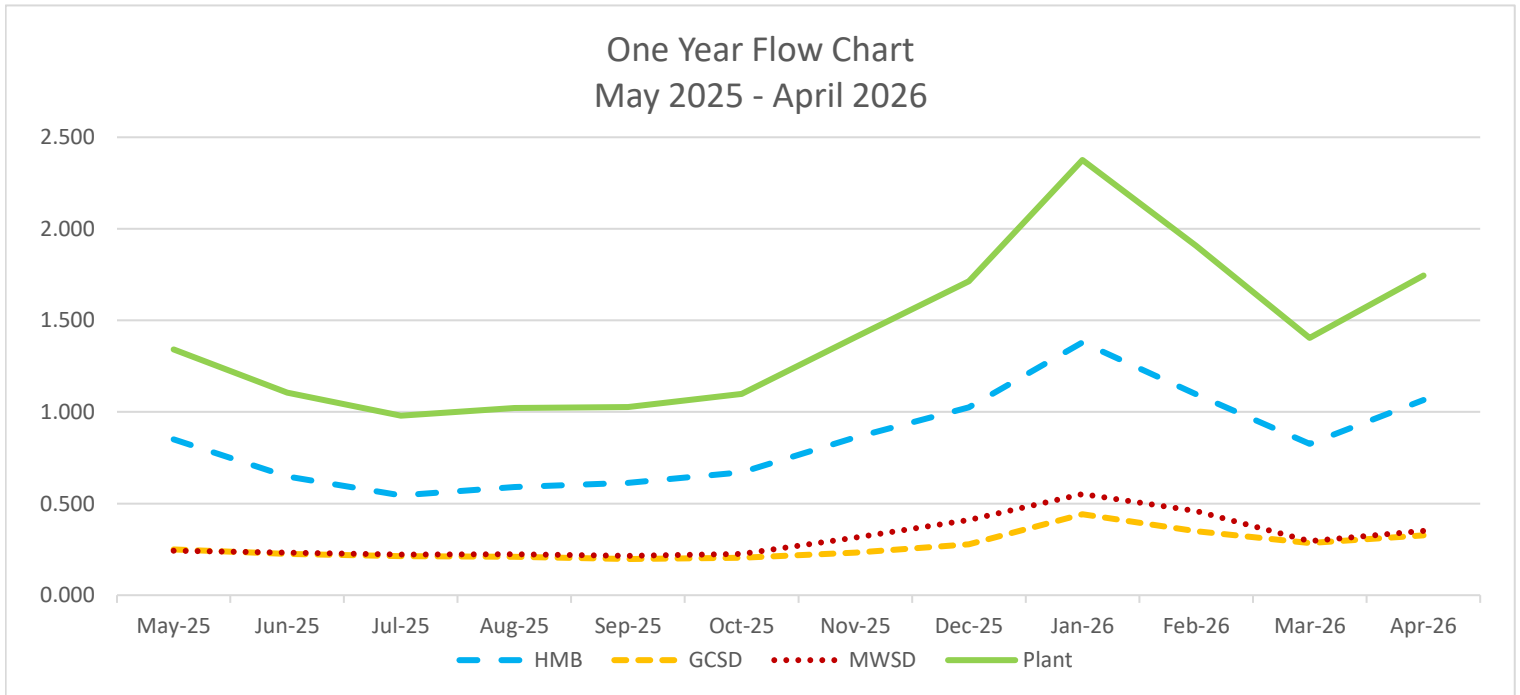
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.066	61.13%
Granada Community Services District	0.326	18.71%
Montara Water and Sanitary District	<u>0.352</u>	<u>20.17%</u>
Total	1.745	100.0%



### Percent Distribution April 2026



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



# Sewer Authority Mid-Coastside

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

### April 2026

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

### 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	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	4	1	0	1	2
<b>Total</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>
		<b>20%</b>	<b>0%</b>	<b>40%</b>	<b>40%</b>

### Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
April 2026	0	0	0	0	0
12 Month Moving Total	5	1	0	2	2

### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
April 2026	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	4.8	2.7	0.0	7.4	27.4
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	3.8	2.7	0.0	3.7	27.4
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

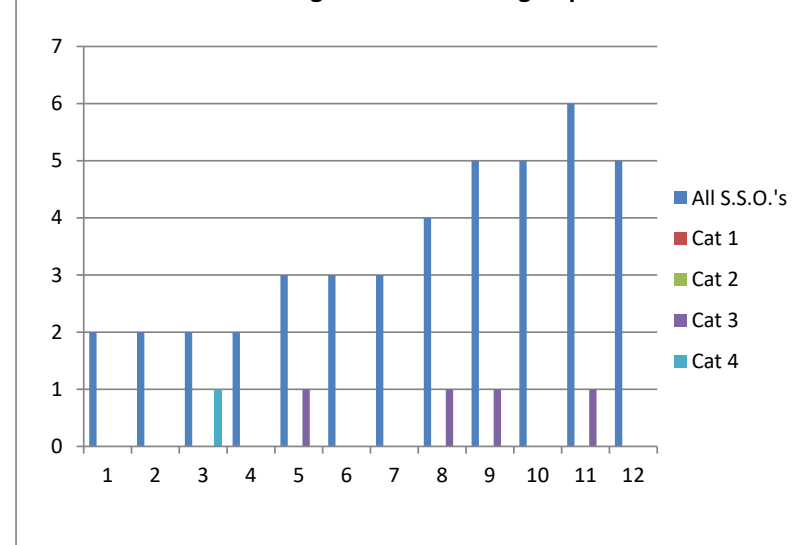
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
May - 25	7,166	11,010	6,516	24,692	4.7
June - 25	19,379	9,910	5,769	35,058	6.6
July - 25	4,613	9,598	5,225	19,436	3.7
Aug - 25	9,341	9,394	9,223	27,958	5.3
Sep - 25	7,017	10,039	5,058	22,114	4.2
Oct - 25	14,567	9,753	9,098	33,418	6.3
Nov - 25	12,217	16,986	10,950	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
Apr - 26	12,430	14,599	6,635	33,664	6.4

Annual ft	112,936	140,803	91,495	345,234	
-----------	---------	---------	--------	---------	--

Annual Mi.	21.4	26.7	17.3		65.4
------------	------	------	------	--	------

Attachment C

12 Month Moving SSO Totals Through April 2026



## 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	14,263				
Hot Spot Cleaning	5,400	1,290	2,782	2,470	518	1,981	920	712	-	-	479				
Lift Station Inspection - Daily	52	4	4	4	4	4	4	4	4	4	4				
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-				
Maint. Work Orders - Completed	-	4	4	4	4	4	4	4	4	4	4				
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-				
Manhole Inspection	879	39	64	67	44	93	46	71	63	52	69				
USA Markings	372	32	20	45	32	42	53	53	41	53	45				
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	1				
Customer Service Call - OT	-	-	-	-	-	1	4	-	-	2	1				
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-				
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-				
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	-				
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0				



# GRANADA COMMUNITY SERVICES DISTRICT

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

May 21, 2026

This meeting was held in person and via Zoom.

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

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

### **ROLL CALL**

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

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

### **GENERAL PUBLIC PARTICIPATION**

Kevin Sniecinski, on behalf of Coastsiders, reported that they have completed negotiations with the County to clear eucalyptus trees on sections behind El Granada Boulevard, and they are working with Kaiser Permanente and Senior Coastsiders to do a vaccine drive.

Community member, Dan Haggerty, stated that he feels the informal dirt lot owned by GCSD should be maintained as is with no development changes.

### **REGULAR MEETING AGENDA**

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

- a. Presentation on the 2025-26 Coastsiders Land Trust Junior Land Stewards (JLS) Program at El Granada Elementary School and Consideration of Continued Support for Three Additional Academic Years – Haley Peterson gave an overview of the previous year’s activities through the Junior Land Stewards Program and requested District funding for the next three academic years through 2028-29.  
**ACTION:** Director Marsh moved to continue GCSD funding of the Junior Land Stewards Program at \$12,000 per academic year for the next three academic years. (Marsh/Allen). Approved 4-0.
- b. Update on Granada Community Park and Recreation Center – Ms. Atmore provided a summary of recent discussions between district staff, Caltrans, and the Coastal Commission stating that it became clear that the Coastal Commission would require that the district’s informal dirt lot would either need to be maintained as is or, if developed, would need to provide access to the Caltrans right of way. As a result, staff asked the district project team to develop possible solutions.

Tom Conroy of KCRH Landscape Architecture provided an overview of work that has been accomplished in the previous six months. Mr. Conroy then explained that providing an access road per Coastal Commission's direction would significantly impact the southernmost section of the park, be costly to the district, and, without proper marking and curbing, could actually impede access. He therefore suggested that removing park development of this southern section of the park would avoid those complications as well as possible issues with San Mateo County's future plans for a multi-modal trail. Further, he stated that leaving the dirt lot as is would obviate the need for any further discussions about parking demand. Mr. Conroy then presented changes to the entry plaza, skate area, and play structures. Tom provided an overview of the next steps in the process, including Coastal Development Permit submittal and regulatory approvals.

President Dye expressed her disappointment that the environmental improvements to the ditch would also be abandoned as part of the change. Director Marsh stressed that this proposed solution would help prevent beach parking from spreading into the neighborhoods but expressed concern over possible traffic issues at Coronado and Obispo Roads. Director Randle stated she appreciated that the project team took the initiative to find a solution. Director Allen stated that the new plan will make a lot of community members very happy.

President Dye opened the item to public comment. Birgitta Bower asked for clarification on where cars would actually be able to park. She went on to express her frustration with the Harbor District parking plans and the community outreach process. Dan Haggerty stated that he was pleased with the new plan as presented. Kevin Sniecinski agreed with Director Marsh that it is important to keep cars from parking in neighborhoods and congratulated the board on transparently moving the park project and process forward.

**ACTION:** Director Randle moved to approve the plan updates as presented on the Granada Community Park Project. (Randle/Allen). Approved 4-0.

- c. Report on Planned Recreation Program Events – Ms. Atmore summarized events during the past month and highlighted upcoming events including a Deer Creek walk and additional sewing class. Director Randle asked if there had been any discussions with Picasso pre-school regarding their move out plans. Ms. Atmore stated that she had discussions with Candice D'Aquisto about her timing on moving out. Staff will assess the state of the building and the feasibility for temporary use.

Director Dye requested that a new sign be ordered for the billboard at Obispo and Portola to represent the new plans.

- 2. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 General Budget and Associated Resolution of Approval** – Mr. Duffy explained that at the April meeting, staff was directed to draft a budget resolution that explicitly stated that moneys allocated to certain projects can only be used for those projects, which was done. However, a revised draft budget resolution was distributed to the board at the meeting that softened the language somewhat and removed the conditional aspect of the resolution due to the fact that the SAM budget must be approved by the other two member agencies as well. Mr. Duffy asked Director Marsh to provide updates from the SAM Finance Committee that led to the amended resolution language.

Director Marsh provided a recap of past issues that the Finance Committee was attempting to resolve, including the lack of reporting and transparency on line items in the infrastructure budget, the use of project-specific funds for other projects and general O&M cost overruns, and insufficient Board awareness of project cost overruns. Director Marsh detailed planned changes in the financial reports including the addition of a non-project equipment repair line item budget of \$417,000, rollover project funding for projects carrying into the next fiscal year, monthly (rather than quarterly) board reporting that will include the budget variance summary and combined CIP project report, and quarterly detail reports that explain >10% variances and a new report detailing all non-project infrastructure spending. Additionally, the SAM Finance Committee agreed to the creation of a percentage-based reserve fund to cover project overages, and for larger overages, a mid-year budget correction will be proposed to member agencies or the project will be deferred into the next fiscal year. Director Marsh pointed out that GCSB's legal counsel, Bill Parkin, is particularly versed in the SAM JPA and that the budget resolution is consistent with the language in the JPA. Director Randle proposed that the SAM General Manager should be held accountable for underbudgeting and overspending and that rather than a subjective review, there should be a quantitative performance review based on budget and spending accuracy. Director Dye stressed that the budget being approved does not include the additional funding that will be needed to complete the Montara Forcemain project and that a budget adjustment will be needed at some point in the coming year.

Community member Kevin Sniecinski expressed concern over the cost overruns in SAM's budgets over the previous five years. Director Dye stated that letters were received from four residents concerning the SAM budget increases and cost overruns from Kelly Rogers, Steve Wahl, Diane Paoli, and Delia Comito.

**ACTION:** Director Marsh moved to approve GCSB Resolution 2026-01 as revised approving the SAM General Budget for Fiscal Year 2026-27. (Marsh/Randle).  
Approved 4-0.

### **3. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 Collections**

**Budget and Associated Resolution of Approval** – Director Dye pointed out that the SAM Collections budget is based on a completely separate agreement from the JPA Agreement.

**ACTION:** Director Randle moved to approve the SAM Collections Budget for Fiscal Year 2026-27 and associated Resolution 2026-02. (Randle/Marsh).  
Approved 4-0.

### **4. Consideration of Draft GCSB Sewer and Parks Budgets** – Mr. Duffy provided an overview of the upcoming GCSB fiscal year budget and highlighted the 5% sewer service charge increase, a decrease in administrative expenses due to the end of IPS litigation, and a large increase in SAM infrastructure costs based on GCSB's 18% of the anticipated \$12 Million needed for the Montara Forcemain. Mr. Duffy reported that there would still be \$2.4 Million in sewer reserves following the expenditure. Director Marsh stressed that following the Montara Forcemain project, she would be lobbying for a 'project holiday' to allow the member agencies to catch up on their own projects.

Ms. Atmore provided an overview of the parks and recreation budget underscoring \$1.6 Million anticipated in property tax and ERAF revenues, a larger than expected expenditure in 25-26 for repair of the skate ramp, and an increase in professional services for the next fiscal year related to the Granada Community Park and Recreation Center project. However, Ms. Atmore noted that the budgeted amount for professional services in the draft budget would be refined prior to presentation of the final budget for board approval in June.

**5. Consideration of Policy and Resolution for the Statewide November 3, 2026**

**General Election** – Ms. Atmore summarized the policy and resolution language for Board consideration and stated that for the past two elections, GCSB has supported a 200 word statement paid for by the District.

Community member Kevin Sniecinski commented that he felt 200 words was too limiting. Board members debated and asked staff to collect additional information and bring it back to the Board at the next meeting.

- a. 200-Word or 400-Word Limit for Candidate Statements for GCSB.
- 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.

**ACTION:** This item was tabled until the next meeting.

**6. Engineer’s Report** – Ms. Atmore provided background on a Class 3 mainline extension application that is being reviewed.

**7. Administrative Staff Report** – Ms. Atmore gave a summary of the previous month’s general administrative work.

**8. Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh highlighted that the Montara Forcemain coastal development permit had been granted, and that Half Moon Bay was no longer attempting to use the easement extension for the SAM treatment plant site as a negotiation tool.

**CONSENT AGENDA**

**9. April 16, 2026 Regular Meeting Minutes.**

**10. May 2026 Warrants.**

**11. March 2026 Financial Statements.**

**ACTION:** Director Marsh moved to approve the Consent Agenda. (Marsh/Randle).  
Approved 4-0.

**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.**

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 9:13 p.m.

Attest:

---

Hope Atmore, Board Secretary

Date Approved by the Board: June 18, 2026

**Granada Community Services District  
June 2026 Warrants  
For the June 18, 2026 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
05/21/26	10764	CliftonLarsonAllen LLP	Apr 2026 Svcs	6152 Accounting	3,838.75
05/21/26	10765	KBA Document Solutions, LLC	Inv dtd 03/13/26 (reissued for ck#10732) & Inv dtd 05/12/26	6140 Office Supplies	147.94
05/21/26	10766	Laura Barcella	Registration - Sound Bath Meditation 5/19/26	5130 Parks & Rec Professional Svcs	199.00
05/21/26	10767	State Compensation Insurance Fund	Policy 9164816 - Policy Change Adjustment	6080 Insurance	532.25
05/21/26	10768	Nancy Marsh	04/16/26 GCSD	6040 Directors' Compensation	190.00
06/18/26	10769	Barbara Dye	05/21/26 GCSD	6040 Directors' Compensation	190.00
06/18/26	10770	BKF Engineers	Park Engineering Svcs-04/27/26-05/24/26	7520 Capital Projects Prof Svcs	9,665.50
06/18/26	10771	Capital Program Management	Construction Mgmt Svcs - May 2026	7520 Capital Projects Prof Svcs	9,753.00
06/18/26	10772	Dudek	04/25/26-05/22/26 Prof. Svcs	6151 General Manager	15,764.88
06/18/26	10773	Fechter & Company, CPAs	FY26 Audit	6010 Auditing	2,155.00
06/18/26	10774	Hue & Cry	Monthly Pump Stn & Qrtly Office Alarm 07/01/26-09/30/26	6170 Utilities	132.88
06/18/26	10775	Jen Randle	05/21/26 GCSD	6040 Directors' Compensation	190.00
06/18/26	10776	Kankel Conroy Rose & Hill	May 2026 Landscape Architectural Services	7520 Capital Projects Prof Svcs	20,217.50
06/18/26	10777	Matthew Allen	05/21/26 GCSD	6040 Directors' Compensation	190.00
06/18/26	10778	Nancy Marsh	05/21/26 GCSD	6040 Directors' Compensation	190.00
06/18/26	10779	Pacifica Community TV	05/21/26 GCSD	6180 Video Taping	400.00
06/18/26	10780	PG&E (Office #4277-7)	Office Inv dtd 05/22/26	6170 Utilities	55.65
06/18/26	10781	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 05/15/26	6170 Utilities	540.68
06/18/26	10782	Presidio Systems, Inc	Inv 18882	5065 CCTV	8,800.00
06/18/26	10783	Rodolfo Romero	Jun Cleaning	6130 Office Maintenance & Repairs	220.00
06/18/26	10784	San Mateo County Harbor District	Office Lease - July 2026	6120 Office Lease	5,363.31
06/18/26	10785	San Mateo Daily Journal	Inv 17813	6160 Publications/Notices/Marketing	480.00
06/18/26	10786	SDRMA	SDRMA Medical Benefit Premiums - July 2026	6062 Medical	5,900.45
06/18/26	10787	Sewer Authority Mid-Coastside	June 2026 Collections & Asmts	5011 SAM - Administration	172,128.92
06/18/26	10788	Streamline	Streamline Flex 06/01/26-07/01/26	6190 Computers	245.00
06/18/26	10789	Tri Counties Bank	Stmt dtd 05/31/26	6140 Office Supplies	1,000.00
06/18/26	10790	US Bank Equipment Finance	June 2026 Svcs	6020 Copier lease	252.28
06/18/26	10791	Wittwer Parkin	Legal Svcs 05/04/26-05/28/26	6090 Legal Services	2,574.00
				<b>TOTAL</b>	<b>\$ 261,316.99</b>



---

## Financial Statements

---

Granada Community Services District  
April 2026

# Table of Contents

---

Executive Summary	1
Financial Statements	5
Supplementary Information	9

# Executive Summary

## REVENUE (2025/2026 YTD)

**\$4,550,041**

▲ 13.9% vs budget



## EXPENSES (2025/2026 YTD)

**\$3,189,043**

▼ -3.2% vs budget



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

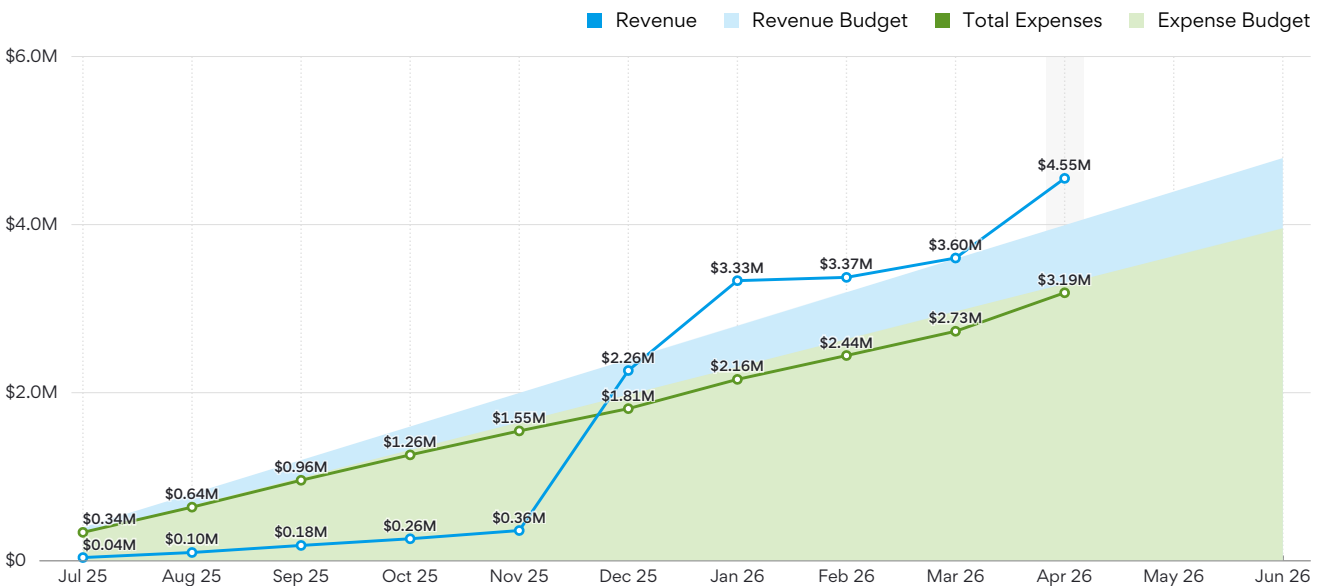
**\$1,360,998**

▲ 95% vs budget



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

## YTD Cumulative Revenue & Expense Budget Trends

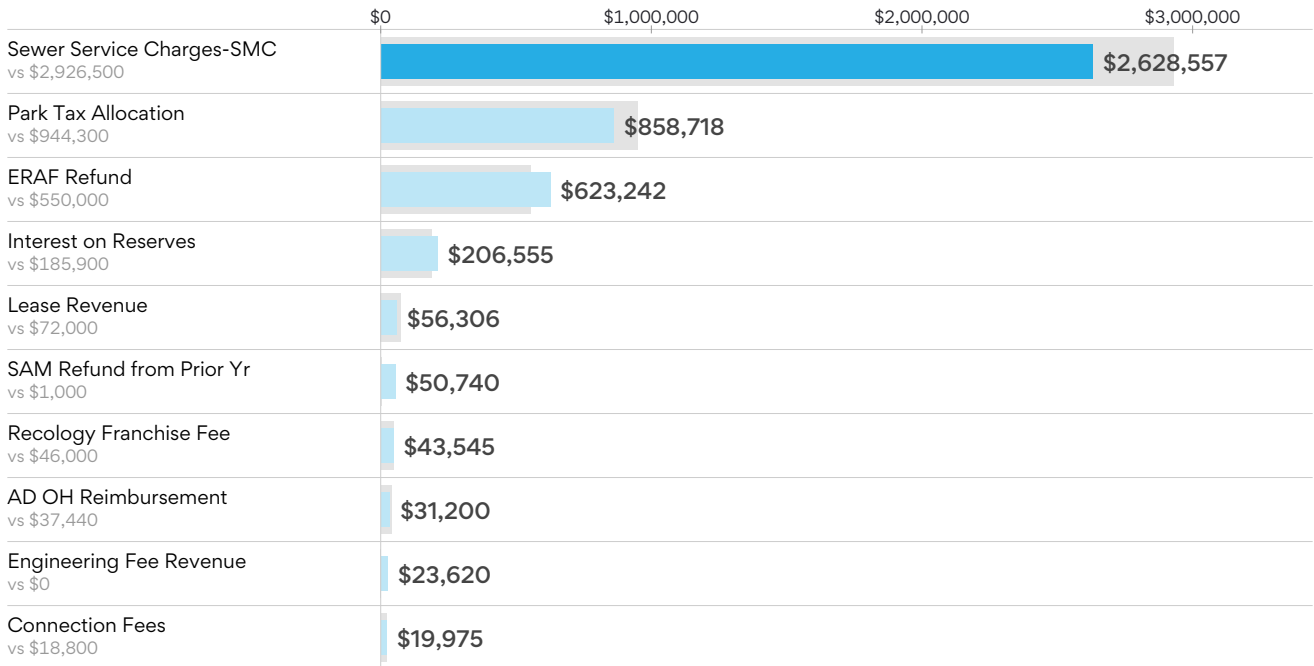


The sharp increases in revenue in December 2025, January 2026 and April 2026 were primarily due to property tax and sewer service charge disbursements from the County of San Mateo. Year-to-date expenses have closely aligned with the budget.

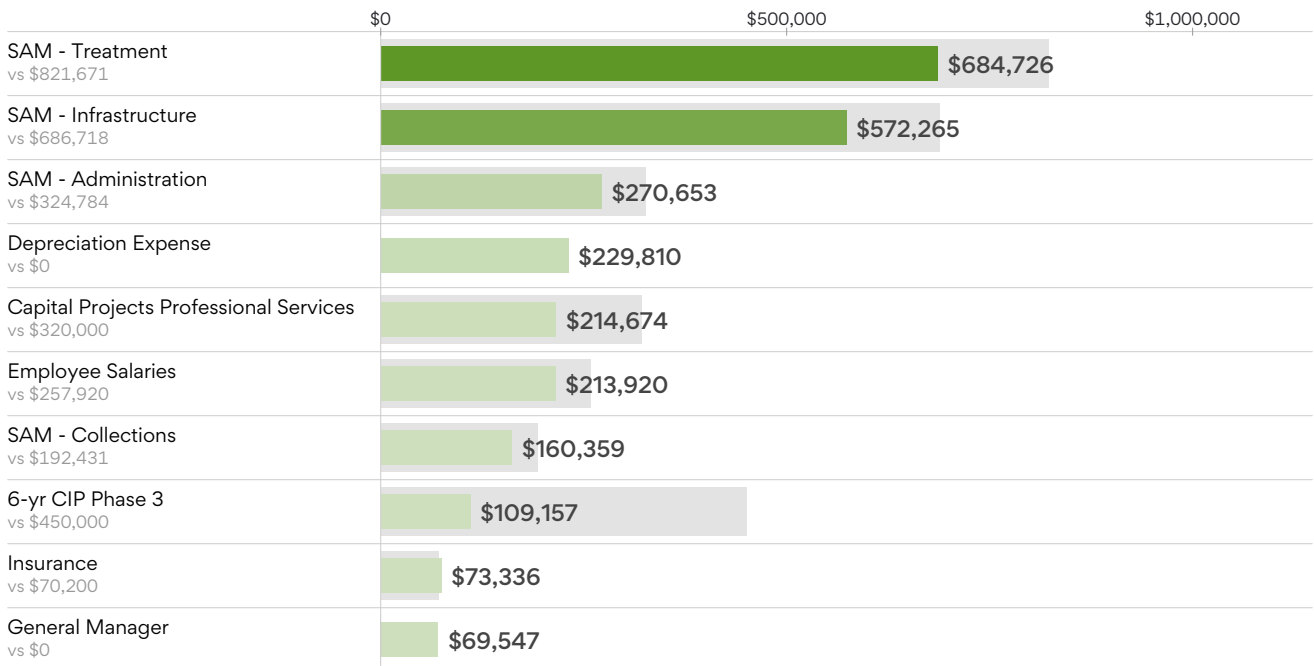
## Top 10 Revenues & Expenses

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)



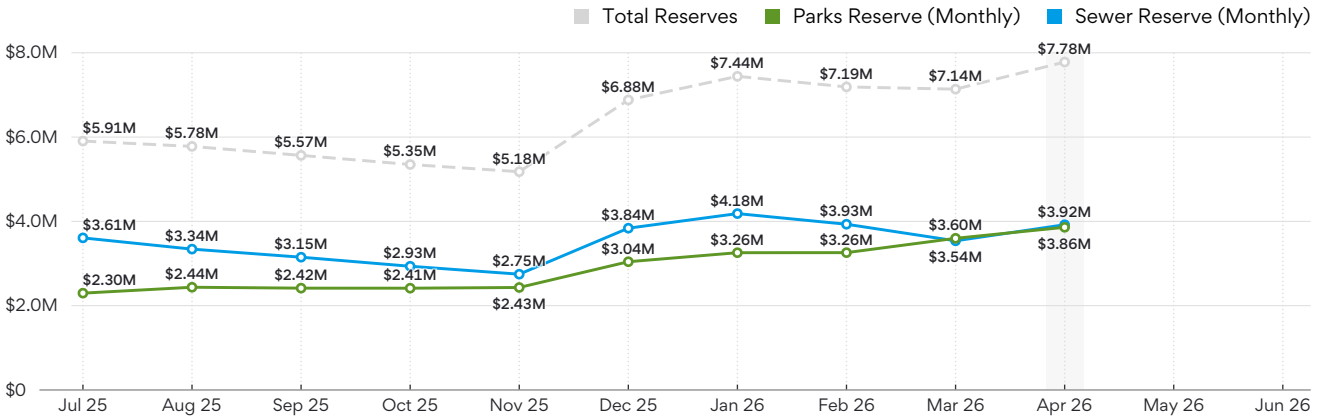
### Top 10 Expenses breakdown (2025/2026 YTD vs Budget)



## 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	260,204
<b>Ending Sewer Reserve</b>	<b>3,920,342</b>

Parks & Recreation Reserves (\$)	2025/2026 (YTD)
Beginning Parks Reserve	2,466,512
Change in Parks Reserve	1,393,063
<b>Ending Parks Reserve</b>	<b>3,859,575</b>

Total Cash Reserves (\$)	2025/2026 (YTD)
<b>Ending Reserves</b>	<b>7,779,917</b>

# Financial Statements

## Granada Community Services District Statement of Net Position (Unaudited) As of April 30, 2026

<b>ASSETS</b>	<b>Apr 2026</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	49,798
Tri Counties Bank - Deposit	2,500
LAIF	9,472
CalTrust Liquidity Fund #0010	7,717,921
<b>Total Cash &amp; Equivalents</b>	<b>7,779,917</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	10,195
<b>Other Current Assets</b>	
Due from AD	275
Prepaid Expenses	11,299
Excess ERAF Receivable	265,873
<b>Total Other Current Assets</b>	<b>277,447</b>
<b>Total Current Assets</b>	<b>8,067,559</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	37,413
Accumulated Depreciation	(8,677,355)
<b>Total Fixed Assets</b>	<b>7,187,071</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	6,610,092
ERAF 5% Retention Receivable	83,280
Lease Receivable	5,984
<b>Total Investments or Other Non-Current Assets</b>	<b>6,699,355</b>
<b>Total Non-Current Assets</b>	<b>13,886,426</b>
<b>Total Assets</b>	<b>21,953,985</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 April 30, 2026  
(Continued)

<b>LIABILITIES</b>	<b>Apr 2026</b>
<b>Accounts Payable</b>	
Accounts Payable	184,101
<b>Other Current Liabilities</b>	
Compensated Absences, Current Portion	10,750
Deposits Payable	11,498
Payroll Liabilities	2,264
Recology-Delinquent Garbage Payable	66,630
Unearned Revenue	6,240
<b>Total Other Current Liabilities</b>	<b>97,381</b>
<b>Total Current Liabilities</b>	<b>281,481</b>
<b>Other Non-Current Liabilities</b>	
Compensated Absences, Noncurrent	4,303
Lease Liability	39,650
Net Pension Liability	180,689
<b>Total Other Non-Current Liabilities</b>	<b>224,642</b>
<b>Total Non-Current Liabilities</b>	<b>224,642</b>
<b>Total Liabilities</b>	<b>506,123</b>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Inflows of Resources - Leases	5,631
Deferred Inflows of Resources - Pension	610
<b>Total Deferred Inflows of Resources</b>	<b>6,241</b>
 <b>NET POSITION</b>	
Net Investment in Capital Assets	7,187,071
Net Position - Unrestricted	14,366,830
<b>Total Net Position</b>	<b>\$ 21,553,901</b>

**Granada Community Services District**  
**Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)**  
**For the Ten Months Ended April 30, 2026**

<b>Revenue</b>	<b>Jul-Apr 2026</b>	<b>Expected to Date</b>	<b>Variance YTD</b>	<b>FY25/26 Budget</b>
<b>Operating Revenue</b>				
Sewer Service Charges-SMC	\$ 2,628,557	\$ 2,438,750	\$ 189,807	\$ 2,926,500
Sewer Service Charges-Pro-rated	1,768	-	1,768	-
Connection Fees	19,975	15,667	4,308	18,800
<b>Total Operating Revenue</b>	<b>2,650,300</b>	<b>2,454,417</b>	<b>195,883</b>	<b>2,945,300</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	206,555	154,917	51,638	185,900
SAM Refund from Prior Yr	50,740	833	49,907	1,000
ERAF Refund	623,242	458,333	164,909	550,000
Misc Income - Sewer	3,343	4,167	(824)	5,000
Misc Income - Recreation	7,777	4,167	3,611	5,000
Lease Revenue	56,306	60,000	(3,694)	72,000
Interest Revenue - Leases	1,047	-	1,047	-
Park Tax Allocation	858,718	786,917	71,801	944,300
AD OH Reimbursement	31,200	31,200	-	37,440
Recology Franchise Fee	43,545	38,333	5,212	46,000
Delinquent Garbage Fee	6,667	-	6,667	-
Engineering Fee Revenue	23,620	-	23,620	-
Gain (Loss) on Disposals	(13,020)	-	(13,020)	-
<b>Total Non Operating Revenue</b>	<b>1,899,741</b>	<b>1,538,867</b>	<b>360,875</b>	<b>1,846,640</b>
<b>Total Revenue</b>	<b>4,550,041</b>	<b>3,993,283</b>	<b>556,758</b>	<b>4,791,940</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	988,665	988,665	-	1,186,398
SAM - Pass Through Costs	2,950	-	2,950	-
SAM - Collections	160,359	160,359	-	192,431
Depreciation Expense	229,810	-	229,810	-
CCTV	34,540	25,000	9,540	30,000
Pet Waste Station	1,152	-	1,152	-
RCD - Parks	780	833	(54)	1,000
Half Moon Bay Reimb - Parks	-	34,078	(34,078)	40,894
Recreation Supplies and Misc...	1,114	-	1,114	-
<b>Total Operations</b>	<b>1,419,370</b>	<b>1,208,936</b>	<b>210,435</b>	<b>1,450,723</b>
<b>Administration</b>				
Auditing	19,840	15,650	4,190	18,780
Copier lease	542	3,058	(2,517)	3,670
Directors' Compensation	8,550	12,625	(4,075)	15,150
Education & Travel Reimb	-	1,683	(1,683)	2,020
Employee Compensation	335,248	334,858	389	401,830
Engineering Services	18,033	33,333	(15,300)	40,000
Insurance	73,336	58,500	14,836	70,200
Legal Services	109,322	112,667	(3,344)	135,200
Memberships	12,487	10,500	1,987	12,600
Office Lease	52,404	53,733	(1,329)	64,480
Interest Expense - Leases	1,566	-	1,566	-
Office Maint./Properties/Supplies	39,896	16,667	23,229	20,000

(Continued on next page)

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Ten Months Ended April 30, 2026  
(Continued)

<b>Expenses (Continued)</b>	<b>Jul-Apr 2026</b>	<b>Expected to Date</b>	<b>Variance YTD</b>	<b>FY25/26 Budget</b>
<b>Administration (Continued)</b>				
Professional Services	131,712	127,867	3,845	153,440
Publications/Notices/Marketing...	1,008	7,800	(6,792)	9,360
Utilities	11,621	13,883	(2,263)	16,660
Video Taping	4,000	4,333	(333)	5,200
Computers	7,199	4,333	2,866	5,200
Miscellaneous	52	8,333	(8,281)	10,000
Bank Service Charges	1,030	-	1,030	-
Permitting/Fees/Filing Fees	15,416	20,833	(5,417)	25,000
Park Related Misc Expenses	-	217	(217)	260
<b>Total Administration</b>	<b>843,262</b>	<b>840,875</b>	<b>2,388</b>	<b>1,009,050</b>
<b>Capital Projects</b>				
SAM - Infrastructure	572,265	572,265	-	686,718
Lift Station Maint.	30,315	23,333	6,981	28,000
Lateral Repairs	-	8,333	(8,333)	10,000
6-yr CIP Phase 3	109,157	375,000	(265,843)	450,000
Capital Projects Professional Serv...	214,674	266,667	(51,993)	320,000
<b>Total Capital Projects</b>	<b>926,410</b>	<b>1,245,598</b>	<b>(319,188)</b>	<b>1,494,718</b>
<b>Total Expenses</b>	<b>3,189,043</b>	<b>3,295,409</b>	<b>(106,366)</b>	<b>3,954,491</b>
<b>Change in Net Position</b>	<b>1,360,998</b>	<b>697,875</b>	<b>663,123</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>\$ 21,553,901</b>	<b>\$ 20,890,778</b>	<b>\$ 663,123</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 Ten Months Ended April 30, 2026

Revenue	Sewer	Parks & Recreation	Total
<b>Operating Revenue</b>			
Sewer Service Charges-SMC	\$ 2,628,557	\$ -	\$ 2,628,557
Sewer Service Charges-Pro-rated	1,768	-	1,768
Connection Fees	19,975	-	19,975
<b>Total Operating Revenue</b>	<b>2,650,300</b>	<b>-</b>	<b>2,650,300</b>
<b>Non Operating Revenue</b>			
Interest on Reserves	114,954	91,601	206,555
SAM Refund from Prior Yr	50,740	-	50,740
ERAF Refund	-	623,242	623,242
Misc Income - Sewer	3,343	-	3,343
Misc Income - Recreation	-	7,777	7,777
Lease Revenue	43,730	12,577	56,306
Interest Revenue - Leases	785	262	1,047
Park Tax Allocation	-	858,718	858,718
AD OH Reimbursement	31,200	-	31,200
Recology Franchise Fee	43,545	-	43,545
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>318,585</b>	<b>1,581,157</b>	<b>1,899,741</b>
<b>Total Revenue</b>	<b>2,968,884</b>	<b>1,581,157</b>	<b>4,550,041</b>
<b>Expenses</b>			
<b>Operations</b>			
SAM - General	988,665	-	988,665
SAM - Pass Through Costs	2,950	-	2,950
SAM - Collections	160,359	-	160,359
Depreciation Expense	229,480	330	229,810
CCTV	34,540	-	34,540
Pet Waste Station	-	1,152	1,152
RCD - Parks	585	195	780
Recreation Supplies and Miscellaneous	-	1,114	1,114
<b>Total Operations</b>	<b>1,416,579</b>	<b>2,791</b>	<b>1,419,370</b>
<b>Administration</b>			
Auditing	14,880	4,960	19,840
Copier lease	406	135	542
Directors' Compensation	6,413	2,138	8,550
Employee Compensation	251,436	83,812	335,248
Engineering Services	18,033	-	18,033
Insurance	55,002	18,334	73,336

(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 Ten Months Ended April 30, 2026  
(Continued)

<b>Expenses (Continued)</b>	<b>Sewer</b>	<b>Parks &amp; Recreation</b>	<b>Total</b>
<b>Administration (Continued)</b>			
Legal Services	103,388	5,935	109,322
Memberships	9,749	2,738	12,487
Office Lease	39,303	13,101	52,404
Interest Expense - Leases	1,174	391	1,566
Office Maint./Properties/Supplies	14,353	25,543	39,896
Professional Services	86,457	45,255	131,712
Publications/Notices/Marketing Outreach	1,008	-	1,008
Utilities	10,494	1,127	11,621
Video Taping	3,000	1,000	4,000
Computers	5,400	1,800	7,199
Miscellaneous	39	13	52
Bank Service Charges	781	249	1,030
Permitting/Fees/Filing Fees	5,049	10,367	15,416
<b>Total Administration</b>	<b>626,364</b>	<b>216,898</b>	<b>843,262</b>
<b>Capital Projects</b>			
SAM - Infrastructure	572,265	-	572,265
Lift Station Maint.	30,315	-	30,315
6-yr CIP Phase 3	109,157	-	109,157
Capital Projects Professional Services	-	214,674	214,674
<b>Total Capital Projects</b>	<b>711,736</b>	<b>214,674</b>	<b>926,410</b>
<b>Total Expenses</b>	<b>2,754,680</b>	<b>434,363</b>	<b>3,189,043</b>
<b>Change in Net Position</b>	<b>\$ 214,205</b>	<b>\$ 1,146,793</b>	<b>\$ 1,360,998</b>

