



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, August 15, 2024

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

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

Zoom information below:

<p><b>Topic: GCS D Board Meeting</b> <b>Time: August 15, 2024 7:00 PM Pacific</b> <b>Time (US and Canada)</b></p> <p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/82642686214">https://us02web.zoom.us/j/82642686214</a></p> <p>Meeting ID: 826 4268 6214</p>	<p><b>OR</b></p> <p>Dial by your location +1 669 444 9171 US</p>
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**CALL REGULAR MEETING TO ORDER AT 7:00 p.m.**

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

**ROLL CALL**

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

Director Marsh will be participating remotely via teleconference from 4865 Uakea Road, Unit #1 Waikoloa, Hana, Maui, Hawaii, and Director Grant will be participating remotely via teleconference from 128 Coronado St., El Granada, both pursuant to Government Code Section 54953(b).

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

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **REGULAR MEETING AGENDA**

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### **INFORMATION CALENDAR**

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**ADJOURN TO CLOSED SESSION**

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

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

**RECONVENE TO OPEN SESSION**

Report on reportable action taken in Closed Session.

**ADJOURN REGULAR MEETING**

At the conclusion of the July 18, 2024 Regular Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2024-05

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

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



## 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: Parks and Recreation Activities  
Date: August 15, 2024

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**a) Report on Granada Community Park and Recreation Center**

The public comment period closed on July 19, 2024 and all comments have been sent to Montrose Environmental Consulting for review. A total of 90 comments were received.

**b) Recreation Programming**

For full information, see the Granada Gazette Newsletter

- Nature Journaling with Coastside Land Trust - August 18, 9:00AM to Noon
- History Walks – August 25, September 25, and November 3.
- SM County Parks Fall Fest – September 25 - GCSD to have info. table.
- Movie Night at Quarry Park – October 12
- Pending – Intro to Drawing with Claudia Marshall – 5 Tuesday sessions, September 3 to October 1.
- Pending - CPR/First Aid Training.



## 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: San Mateo County Resource Conservation District (RCD)  
Date: August 15, 2024

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In 2014, an initial Memorandum of Understanding was signed between RCD and the Granada Sanitary Districts as part of GSD's application to reorganize into a Community Services District. The two districts share common goals in addressing resource conservation needs on the Coast and GCSO agreed to consult with RCD to help develop beneficial projects that would support its parks and recreation planning. Additionally, per the agreement, RCD would conduct resource management work on GCSO acquired properties to further those goals.

In early 2017 RCD was tasked with developing a resource management plan for the Burnham Strip that would focus on reducing non-native species, increasing native plant species, improving water quality on and off the property, and improving habitat for wildlife. That project started with site visits and a finalized Natural Resources Management Plan for the Burnham Strip Property that was adopted by the GCSO Board in March of 2018. Over the course of the next 21 months, RCD oversaw the implementation of the Natural Resources Management Plan and completed the tasks contained within. In May of 2020 RCD developed a Stormwater Management Opportunities Report for the Burnham Strip property followed by plans for abatement of the White Garden Snail (August 2020). RCD conducted a wetland assessment (June 2021) and provided technical assistance in development of Park plans (ongoing since 2020).

GCSO and RCD staff met on July 16 to discuss future possible projects, assistance, and to invite RCD to attend the August 15 board meeting to discuss these issues and respond to any questions the board may have.



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## AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Consideration of Sewer Permit for 3-Unit + ADU Multi Family Project at 513-519 Avenue Alhambra, APN 047-206-260, Owner Ray Hekkert  
Date: August 15, 2024

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This item is presented for the Board consideration to approve a Class 1B (multiple unit) sewer permit for the above referenced project. Under District Resolution No. 2000-0004, the District Administrator does not have the authority to issue a Class 1B permit requiring more than 2 equivalent residential units (ERU's) of wastewater treatment capacity. The District Engineer has reviewed and approved the sewer plan for this project.

The sewer permit application was received on March 29, 2024, followed by an updated site plan that addressed the district engineer's concerns and questions on July 30, 2024. The project is located on a 5,165 square foot parcel in the R-3/S-3/DR zoning district, a multi-family residential district with a minimum size lot of 5,000 square feet. The proposed project is a 3-story, 3-unit apartment building with an additional attached accessory dwelling unit (ADU), located on Avenue Alhambra. In February 2024, the San Mateo County Planning Commission conditionally approved this project.

Should the Board approve the Class 1B sewer permit, the permit will be issuable upon payment of all permit fees. The parcel has 2 non-contingent assessments (NCA's) previously assigned and requires 1 additional NCA for the 3<sup>rd</sup> dwelling unit and 25% of an NCA for the ADU. The NCA purchase price for fiscal year 2024/25 is \$9,310.68. A calculation of the permit fees due for this project is as follows:

Connection Fee of \$4,700 per ERU (3.25 ERU's):	\$15,275.00
Contingent Assessment Fee @ 8,371.36 per ERU (3.25 ERU's):	\$27,206.92
Non Contingent Assessment Fee @ \$9,310.68 (1.25 ERU's):	<u>\$11,638.35</u>
<b>Total Fees Due:</b>	<b>\$54,120.27</b>

The documents listed below are provided for this item:

- Sewer Permit Application
- SMC Coastal Development Permit Letter of Approval

- District Engineer's email approving sewer plans
- GCSD Mainline Map
- Assessor's Parcel Map
- Page C1 of Project Plans

## SEWER PERMIT APPLICATION

**Parcel** Assessor's Parcel Number(s): 047-206-260 Lot(s): 20,21 Block: 26

**Data:** Address/Location: 513,515,517,519 Avenue Alhambra El Granada Ca

**Owner:** Name(s) Ray Hekkert Phone #: \_\_\_\_\_

Address: P. O. Box 1961 El Granada Cell #: (408) 398-8527

Email Address: rhekkert@aol.com

**Agent:** Name(s) same Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

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

**Contractor:** Name Harvest Cons. Lic. 620634 Email Address: same

Address: same Cell #: same

**Project Type:** (Check one)

New Construction  Remodel/Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Mainline Ext. \_\_\_\_\_

**Project Description:** (Check all that apply)

Single Family Dwelling \_\_\_\_\_ Multiple Family Residential   
Auxiliary Dwelling Unit (ADU)  Hotel/Motel, Condo, or B&B \_\_\_\_\_  
Commercial Building or Warehouse \_\_\_\_\_ Mixed Use (Commercial & Residential) \_\_\_\_\_  
Other \_\_\_\_\_ Explain: \_\_\_\_\_

**General Information:** (Complete applicable sections)

Parcel Sq. Ft.: 5165 Total Living Area Sq. Ft.: 4167 Garage Sq. Ft.: 1563

No. of Bedrooms: 7 No. of Baths: 8.5 No. of Offices: 0 No. of Living Units: 4\*

If more than one living unit, list sq. ft. for each: LVGSF1156,1249,1292,407=4167

No. of Trees to be Removed: 0 Is tree removal for lateral placement? \_\_\_\_\_

Additional Comments: \*3 units+ADU Baths- 3x2.5+1ADU=8.5

In consideration of granting this permit, the undersigned agrees:

1. To accept and abide by all provisions of the District Code.
2. To leave trench open and notify the District when sewer is ready for connection to the sewer main line.
3. In the event that all required planning approvals are not final, the application shall be deemed incomplete, and any permit issued may be revoked.
4. To provide the District with the final Building Plans for this project if requested, prior to permit issuance.

**Signature:** [Signature] Print Name: Ray Hekkert Date: 4/1/2024

**FOR DISTRICT USE ONLY** (Please do not write below this line)

<input checked="" type="checkbox"/> Planning Approval Letter	<input type="checkbox"/> Pick up Notice	<input checked="" type="checkbox"/> Print Assessor's Map
<input checked="" type="checkbox"/> Grant Deed/Legal Description	<input checked="" type="checkbox"/> Is Application Complete?	<input checked="" type="checkbox"/> Print ML Map
<input checked="" type="checkbox"/> Plans/Elevations	<input checked="" type="checkbox"/> Is there a ML to serve?	<u>2</u> Asmts. on parcel
<input checked="" type="checkbox"/> Plumbing Plans showing Sewer	<input checked="" type="checkbox"/> Print Asmt. Verification	<u>3.25</u> Asmts. needed
<input type="checkbox"/> Topographical Map	Zoning Dist.: _____	Received on: <u>03/29/24</u>
<input type="checkbox"/> Agent Form	Application Fee \$ <u>5150.00</u>	By: <u>NM</u> (Date)



February 29, 2024

Deepak Patankar  
Evoco Architecture & Interiors  
160 South Linden, Suite 210  
South San Francisco, CA 94080

Dear Deepak Patankar:

**SUBJECT:** Coastal Development Permit and Coastside Design Review Permit  
Avenue Alhambra, El Granada  
APN: 047-206-260; County File No. PLN2022-00365

Staff has completed its review of a Coastal Development Permit and Coastside Design Review Permit to allow the construction of a new three-story, 3,697 sq. ft. apartment building with an attached, 470 sq. ft. accessory dwelling unit (ADU), and a 1,200 sq. ft., attached 5-car garage parking on a legal 5,165 sq. ft. legal parcel. The project involves minor grading and no tree removal. The project is not appealable to the California Coastal Commission.

At its meeting on January 11, 2024, the San Mateo County Coastside Design Review Committee (CDRC) reviewed your application and recommended approval of the project. All neighbors within 300 feet of the subject property were notified of the Coastside Design Review Committee Hearing. No correspondence opposing the project was received.

Based on the plans, application forms, and accompanying materials submitted, Staff has approved the project based on and subject to the following findings and conditions of approval:

**FINDINGS**

Staff found that:

**For the Environmental Review:**

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15303, Class 3(b), relating to the construction of a duplex or similar multi-family residential structure, totaling no more than four units. In urbanized areas such as the area the parcel is in, this exemption applies to apartments, duplexes and similar structures designed for not more than six



29. All duct work to comply with NFPA 96 Chapter 5.
30. Fire Extinguishers: There must be at least one 2A10BC fire extinguisher for each 3,000 sq. ft., travel distance not to exceed 75 feet with at least one extinguisher per floor per Title 19, California Code of Regulations. Show location of extinguishers on plans.
31. Provide Penetration protection in all membranes through fire rated assemblies (i.e., dampers, fire caulking).
32. All doors in corridors shall have a 3/4 fire rated door and jamb with closer and smoke gasket. 2109 CFC Sec.1020.
33. Solar Photovoltaic Systems: These systems shall meet the requirements of the 2019 CFC Section 605.11.
34. A Certificate of Completion for Fire Alarm required at final.
35. A certification of Completion for Fire Sprinklers
36. Community Facilities District: The Fire District requires the formation of a Mello-Roos Community Facilities District (CFD) for all new construction of three or more residential units. Please contact the Fire District administration office for more details. Please be advised that the formation of a CFD takes approximately three months. The formation of a CFD is a condition of development and required to be completed prior to Fire District final approval and sign-off on the project.

#### Drainage Section

37. Final Drainage Report stamped and signed by a registered Civil Engineer.
38. Final Grading and Drainage Plan stamped and signed by a registered Civil Engineer consistent with the requirements in the County's current Drainage Manual.
39. Final C.3 and C.6 Development Review Checklist.

#### Granada Community Services District

40. All new construction projects require a Sewer Connection Permit from the District. If the subject parcel conforms in size with the County's zoning requirements, the applicant shall submit a sewer permit application after receiving County Planning approval. Please have the applicant contact our office at 650/ 726-7093 to obtain instructions and an application form.
41. Please be advised that there is a sewer mainline facility available to serve the proposed project. The applicant will be required to submit the constructions plans with their sewer

permit application form and other items. The construction plans must show all sewer lines necessary for the development including sewer pipes (lateral and sewer mainline), appurtenances, manholes, cleanouts and sewer backflow devices, which must conform to District standards.

42. Please note that due to the size of the proposed project, GCSD Board approval will be required before a sewer permit can be issued.

#### Coastside County Water District

43. The project is required to comply with Coastside County Water District regulations on water service and metering. The District performs inspections to verify compliance with all District regulations during construction and a final inspection when construction is complete.
44. San Mateo County Building Department does not send plans to Coastside County Water District, so the applicant must complete an online application for water service with the District. You must complete an application for fire service and another application for residential water service.
45. Due to the estimated water demand, backflow protection, and the building being three stories, this project will be referred to the district's engineer to determine the final size of the domestic service and meter. Backflow protection is required on all non-residential water services.
46. The location of the new fire and domestic water services and meters must be in a safe location with enough room for the backflow protection devices and clear of driveways and parking areas.
47. Fire sprinklers are served from an independent and dedicated water service connection with a separate fire meter. Please note that Coastside County Water District does not allow passive purge systems to be installed on fire protection services. Fire protection services are authorized for the sole purpose of fire protection, so there shall be no cross connections.

The approval of this Variance permit and any conditions of the approval may be appealed within ten (10) working days of the date of this letter. An appeal form accompanied by the applicable filing fee of \$616.35 must be submitted by **5:00 p.m., March 14, 2024**.

If you have any questions, please call the project planner, Angela Chavez, at 650/599-7217 or by email at [achavez@smcgov.org](mailto:achavez@smcgov.org).

To provide feedback, please visit the Department's Customer Survey at the following link: <https://www.smcgov.org/planning/webforms/san-mateo-county-planning-and-building-engagement-survey>

FOR STEVE MONOWITZ

DIRECTOR OF PLANNING & BUILDING, By:

**Sophie**

Digitally signed by Sophie  
Mintier

**Mintier**

Date: 2024.03.04 09:19:21  
-08'00'

---

Sophie Mintier

Assistant Director of Planning and Building

cc: Ray Hekkert  
California Coastal Commission  
Interested Parties

20240229\_PLN2022-00365\_LTR\_WPC\_FINAL

**RE: Alhambra Plaza Project**

John Rayner <JohnRayner@kennedyjenks.com>

To: Hope Atmore <hatmore@granada.ca.gov>; Chuck Duffy <cduffy@dudek.com>

Hi Hope & Chuck,

I reviewed the plans for the Plaza Alhambra Development at 513 Ave Alhambra accessed by the link in the email below. The plans include the 7/30/24 revision of Sheet C-1 showing the building lateral and GCSD details. The lateral and details shown are approved.

Accordingly, we recommend that the GCSD Board approve the Plaza Alhambra Development project. Please let me know if you have any questions. Thanks.

John

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

**Sent:** Monday, August 5, 2024 2:43 PM

**To:** John Rayner <JohnRayner@kennedyjenks.com>; Chuck Duffy <cduffy@dudek.com>

**Subject:** Alhambra Plaza Project

Hello John and Chuck,

I just confirmed with Sigma Prime that the new C1 sheet that they had sent last week is the replacement of the original C1. It is now in the linked folder with the update [HERE](#). Based on that information, please let me know if you are able to make a recommendation to the board as any project requiring more than 2 ERU's requires Board Approval. I think they are hoping to have it on the August agenda so we would need to have that recommendation by Thursday of this week if possible. If you need more time than that to review, just let me know.

Thanks,

**Hope Atmore**  
Assistant General Manager

Granada Community Services District

[granada.ca.gov](http://granada.ca.gov)

P.O. Box 335

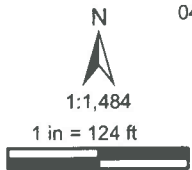
504 Avenue Alhambra  
El Granada, CA 94018

GCSD Office 650.726.7093





Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster/NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community





04/3/2024

Hekker  
047-206-260



# ALAMEDA

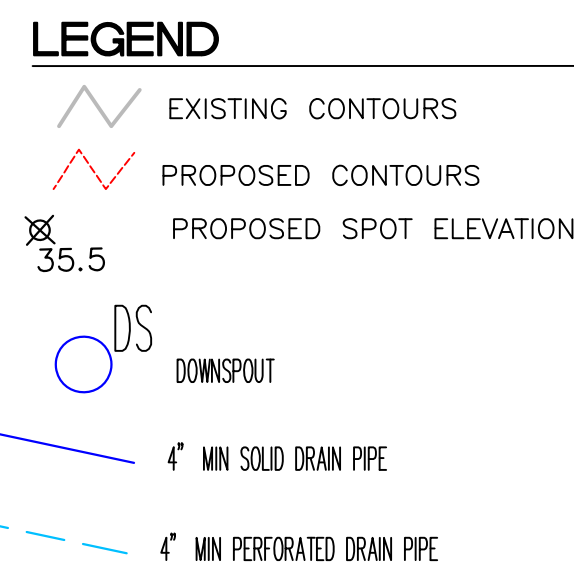
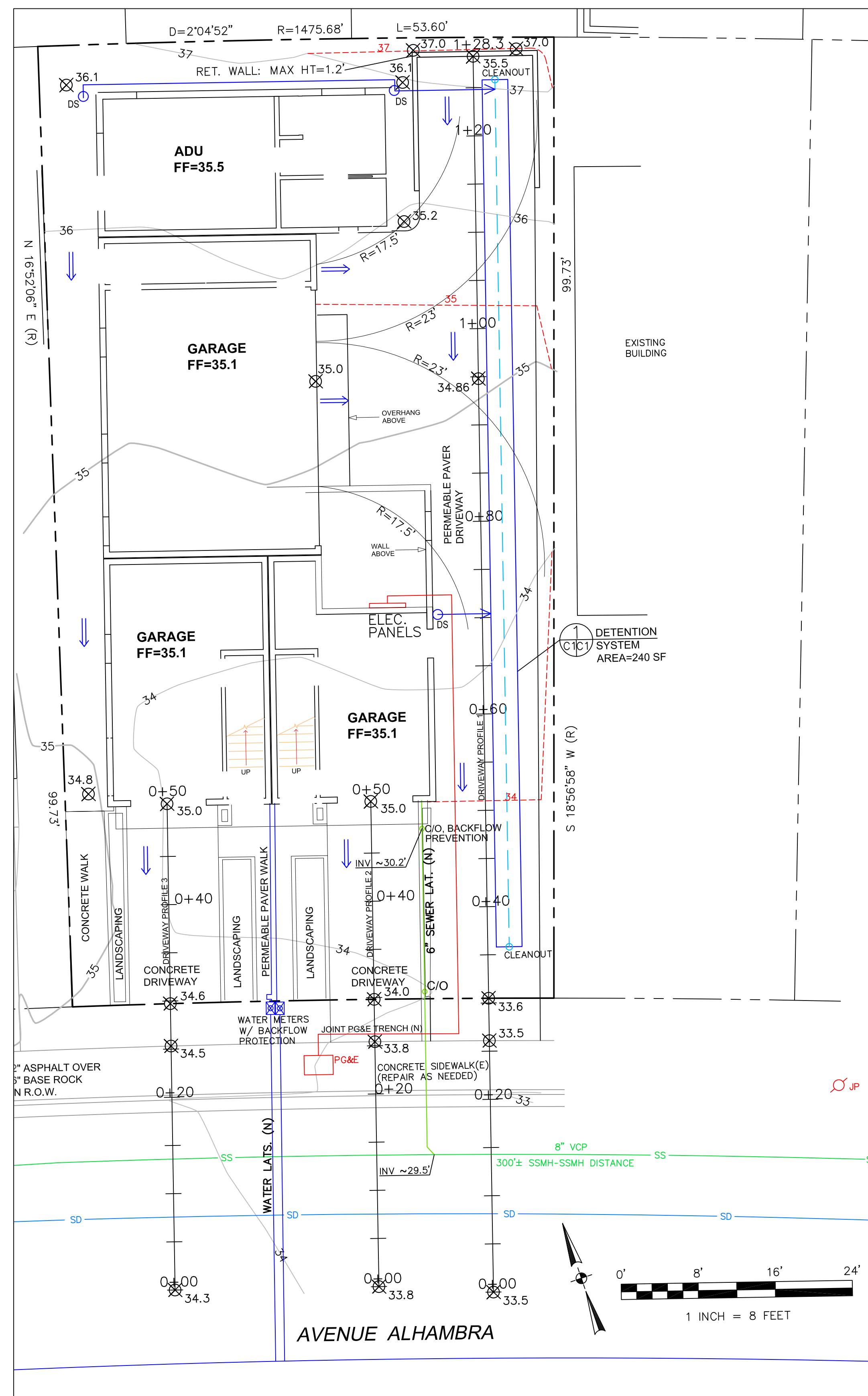


-  TRACT NO. 4 GRANADA RSM 20/22
-  GRANADA RESUB OF SUBS 2 AND 3 RSM 6/29

O, CALIF.

Hekker  
047-206-260





### GENERAL NOTES

- PLANS PREPARED AT THE REQUEST OF: RAY HEKKERT, OWNER
- TOPOGRAPHY BY BGT LAND SURVEYING, SURVEYED 2-24-22.
- THIS IS NOT A BOUNDARY SURVEY.
- ELEVATION DATUM ASSUMED.
- THE GEOTECHNICAL REPORT: **GEOTECHNICAL REPORT: AVENUE ALHAMBRA, EL GRANADA, APN 047-206-160**; DATE: JUNE 4, 2022, BY SIGMA PRIME GEOSCIENCES, INC. PROJECT NO. 22-124 SHALL BE RETAINED ON THE CONSTRUCTION SITE. THE GEOTECHNICAL ENGINEER OF RECORD IS SIGMA PRIME GEOSCIENCES, INC. ASSOCIATES, WITH THE CONTACT NUMBER (650)-728-3590. THE CONTRACTOR MUST SHALL NOTIFY THE GEOTECHNICAL ENGINEER OF RECORD AT LEAST 48 HOURS BEFORE CONSTRUCTION OF GEOTECHNICAL RELATED WORK. THE GEOTECHNICAL PART OF CONSTRUCTION WORK, INCLUDING BUT NOT LIMITED TO, ALL THE EARTHWORK AND FOUNDATION CONSTRUCTIONS, MUST SHALL BE APPROVED BY THE GEOTECHNICAL ENGINEER OF RECORD.
- STORMWATER MANAGEMENT CONSTRUCTION INSPECTIONS SHALL BE SCHEDULED FOR APPLICABLE DRAINAGE INSPECTIONS, WHICH INCLUDE SITE CLEARANCE AND EROSION CONTROL MEASURES INSTALLATION AS WELL AS INSPECTION OF MAJOR DRAINAGE CONTAINMENT, TREATMENT, AND CONVEYANCE DEVICES BEFORE BEING BURIED (INCLUDING REQUIRED MATERIAL LABELS, E.G. PIPES, SUB-GRADE MATERIALS, ETC.). PLEASE FOLLOW THE INSPECTION CARD INSTRUCTIONS CALL SIGMA PRIME AT 650-728-3590 TO SCHEDULE DRAINAGE INSPECTIONS ACCORDINGLY. THERE SHALL BE THREE INSPECTIONS: ONE FOR EROSION CONTROL INSTALLATION, ONE BEFORE DRAINAGE FACILITIES ARE BURIED, AND ONE FOR FINAL WALK AROUND.
- AN ENCROACHMENT PERMIT SHALL BE OBTAINED FROM PUBLIC WORKS FOR ALL WORK IN THE PUBLIC RIGHT-OF-WAY.

### DRAINAGE NOTES

- DRAINAGE INTENT: IT IS THE INTENT OF THE DRAINAGE SYSTEM TO CONVEY ROOF RUNOFF TO A SAFE LOCATION, AND TO MINIMIZE EXCESSIVE MOISTURE AROUND FOUNDATIONS. DIRECT SLOPES SUCH THAT STORMWATER WILL NOT BE DIVERTED ONTO ADJACENT PROPERTIES.
- ALL DOWNSPOUT DRAIN LINES SHALL LEAD TO DETENTION SYSTEM IN THICKENED GRAVEL LAYER UNDER PERMEABLE PAVEMENT DRIVEWAY, AS SHOWN.
- ALL ROOF DRAINAGE PIPES SHALL BE 4" DIAMETER MINIMUM SOLID PIPE, SLOPED AT 1% MINIMUM.
- IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO CHECK ON ALL STORMWATER FACILITIES SUCH AS ROOF GUTTERS, DOWNSPOUT LINES, AND THE DETENTION SYSTEM TO BE SURE THAT THEY ARE CLEAR OF EXCESSIVE DEBRIS AND OPERATING EFFICIENTLY. THE FACILITIES SHALL BE CHECKED EVERY FALL AND PERIODICALLY DURING THE RAINY SEASON.

### GRADING NOTES

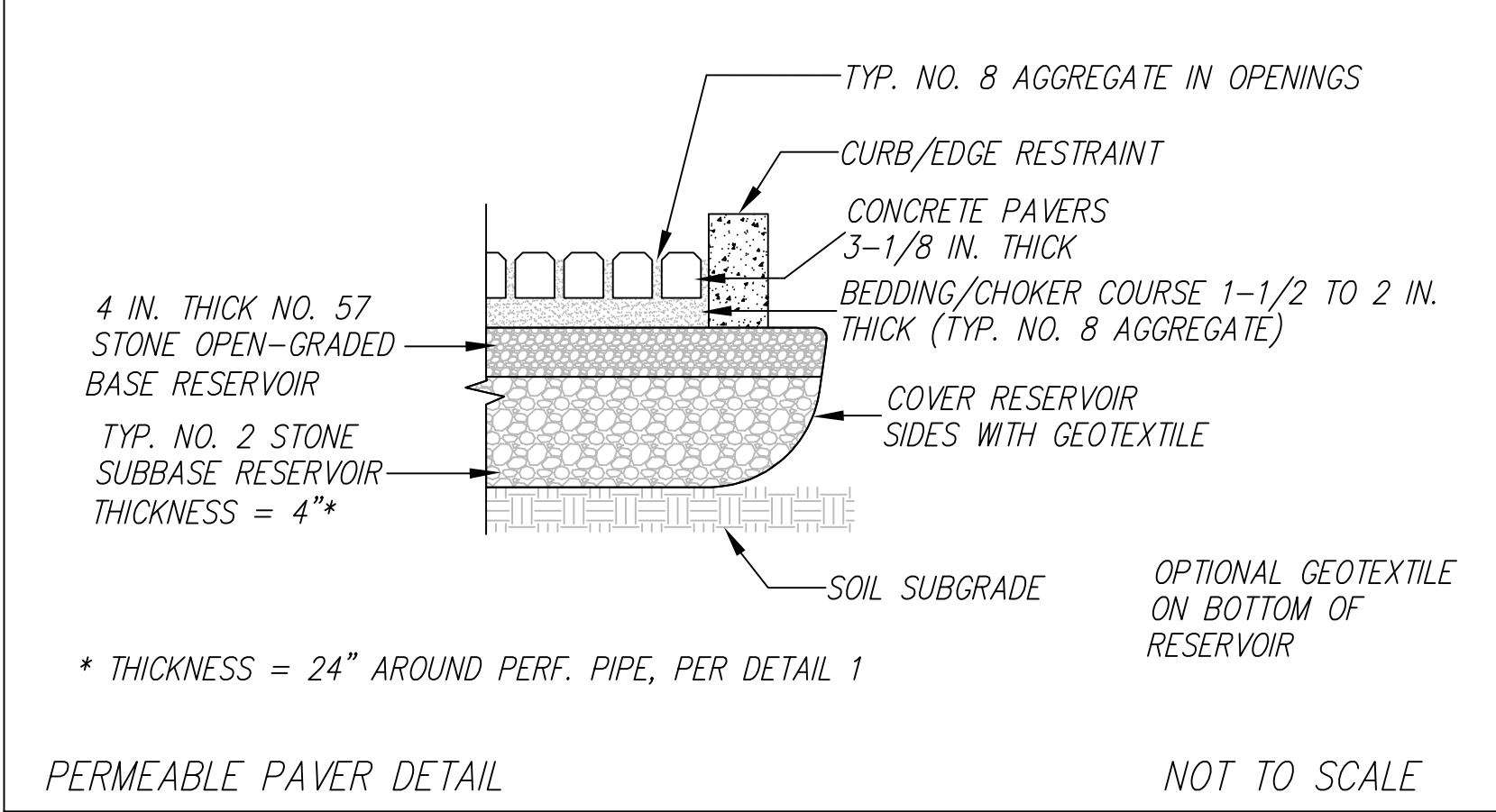
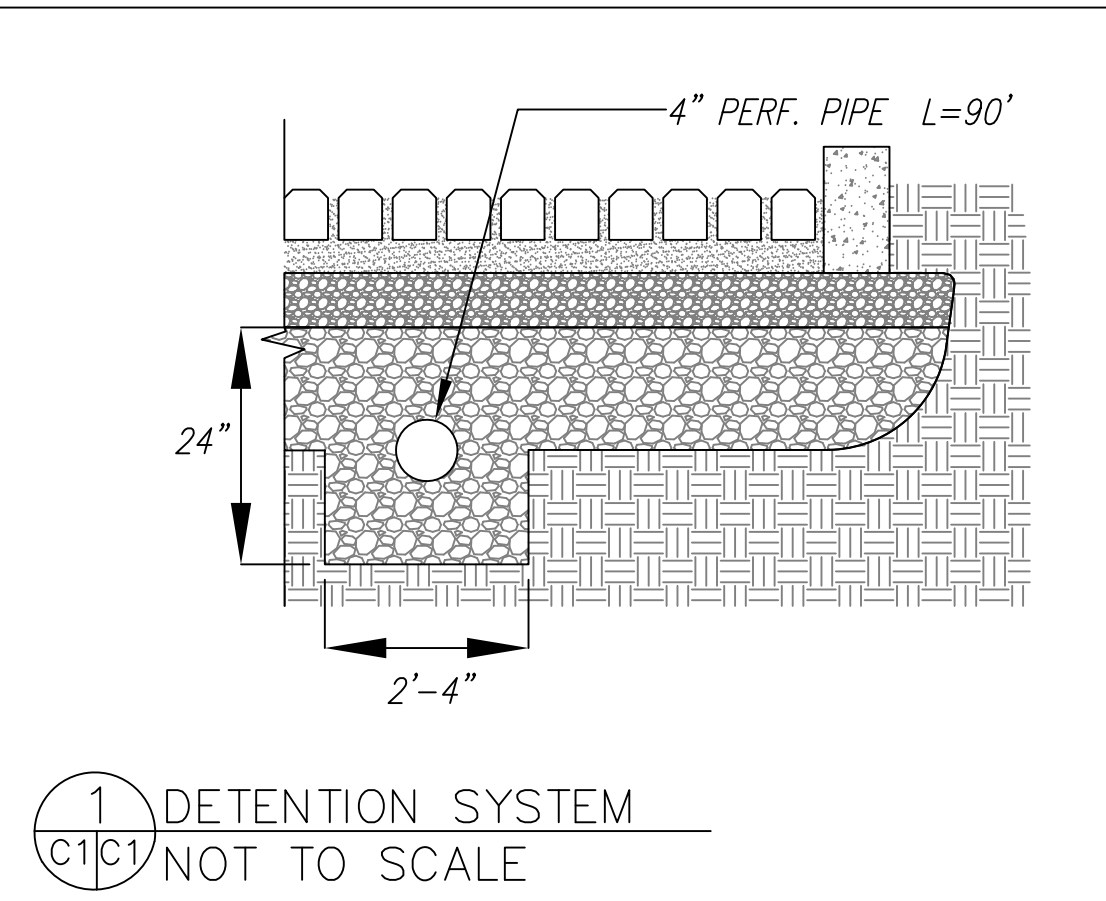
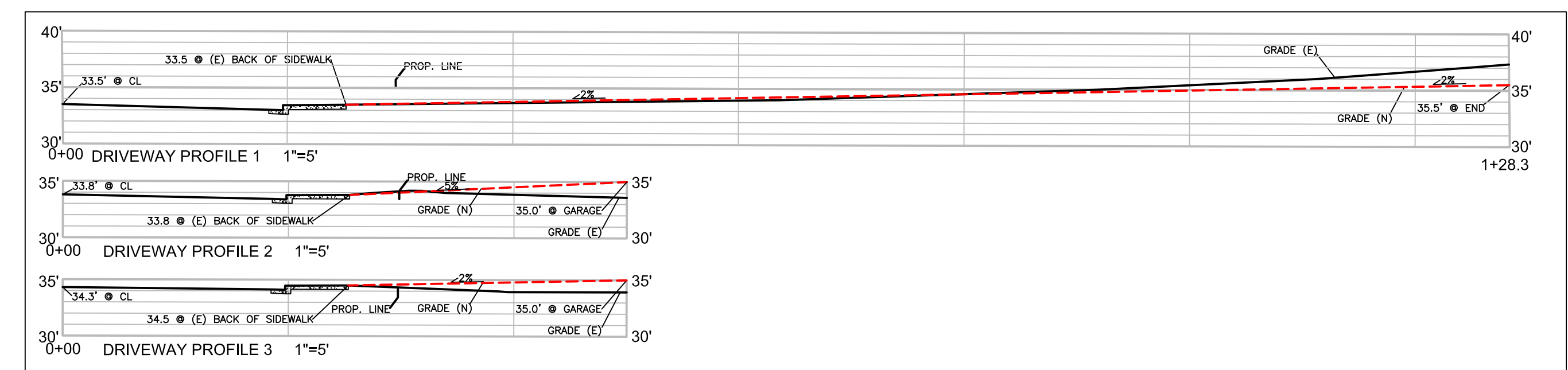
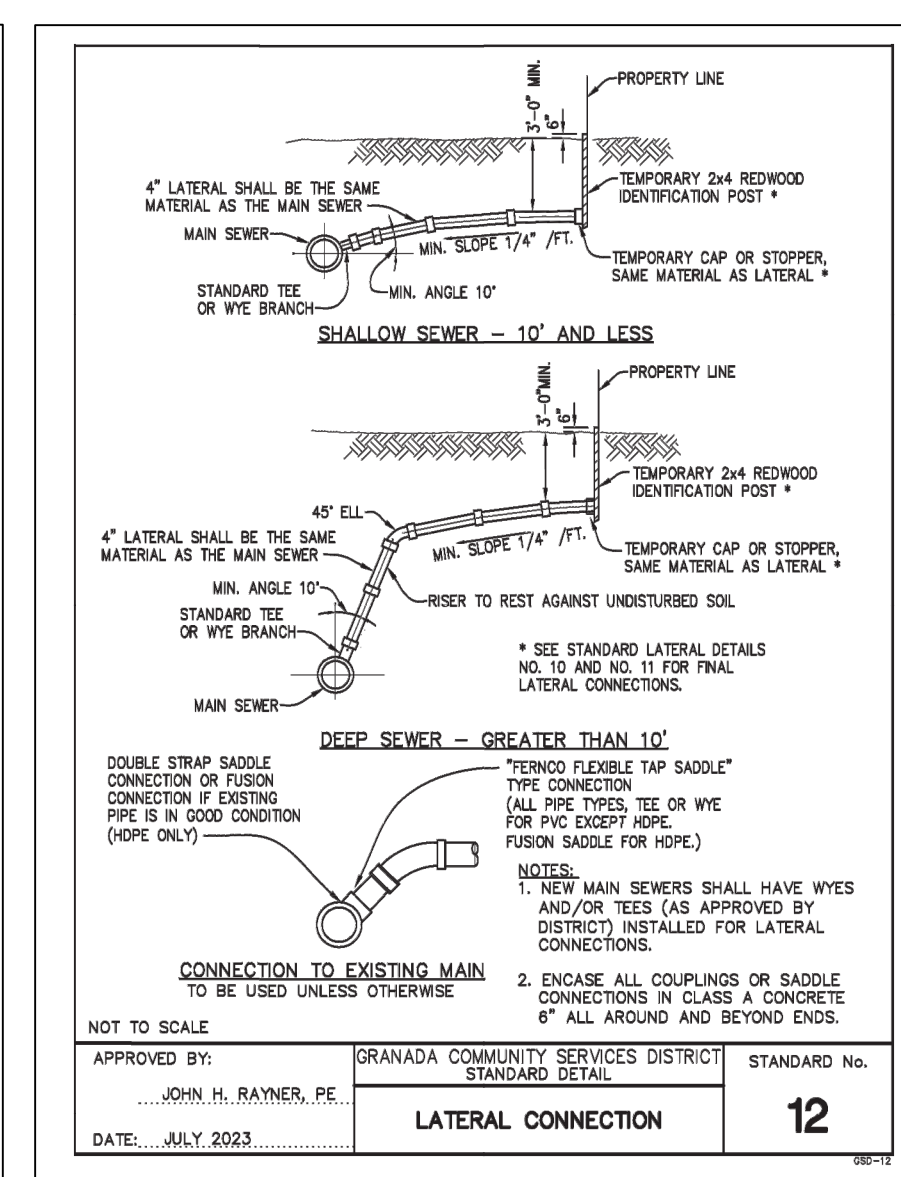
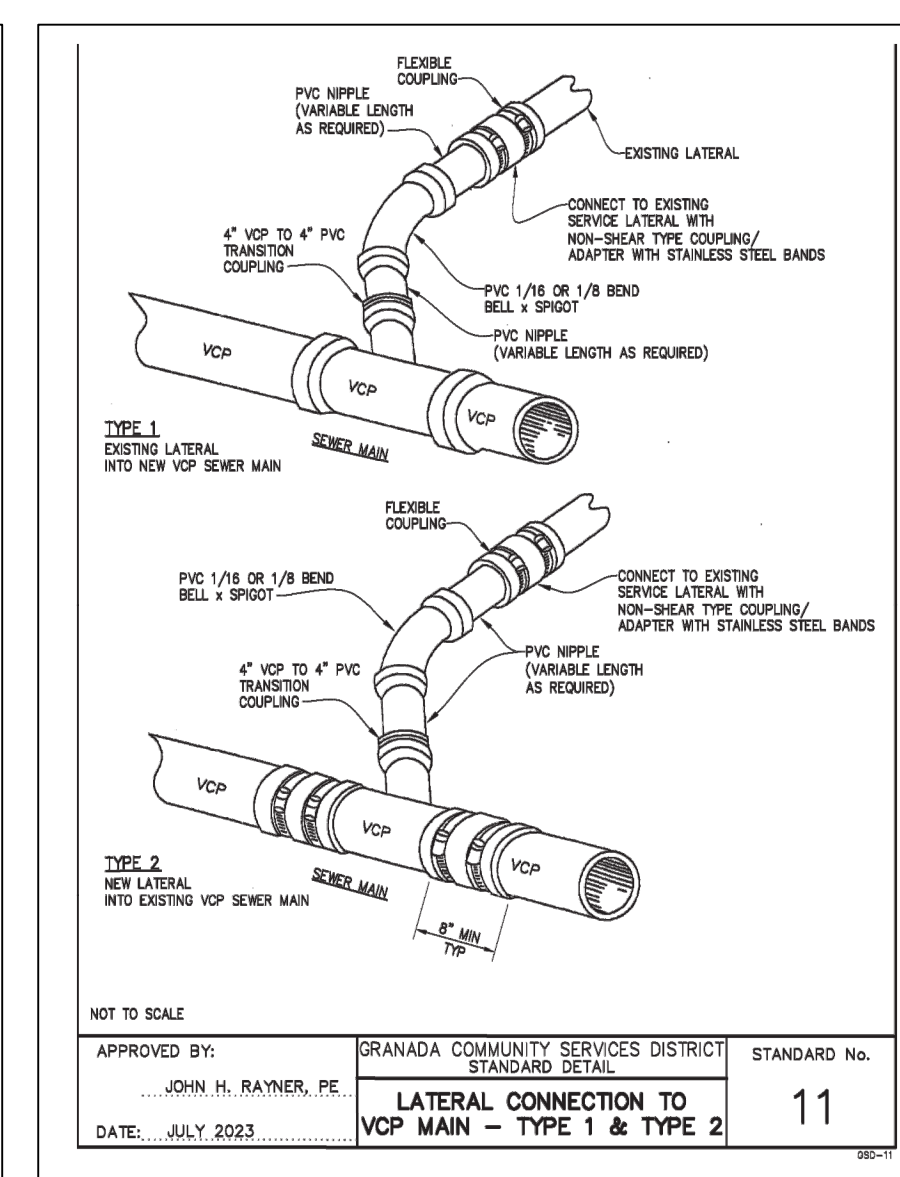
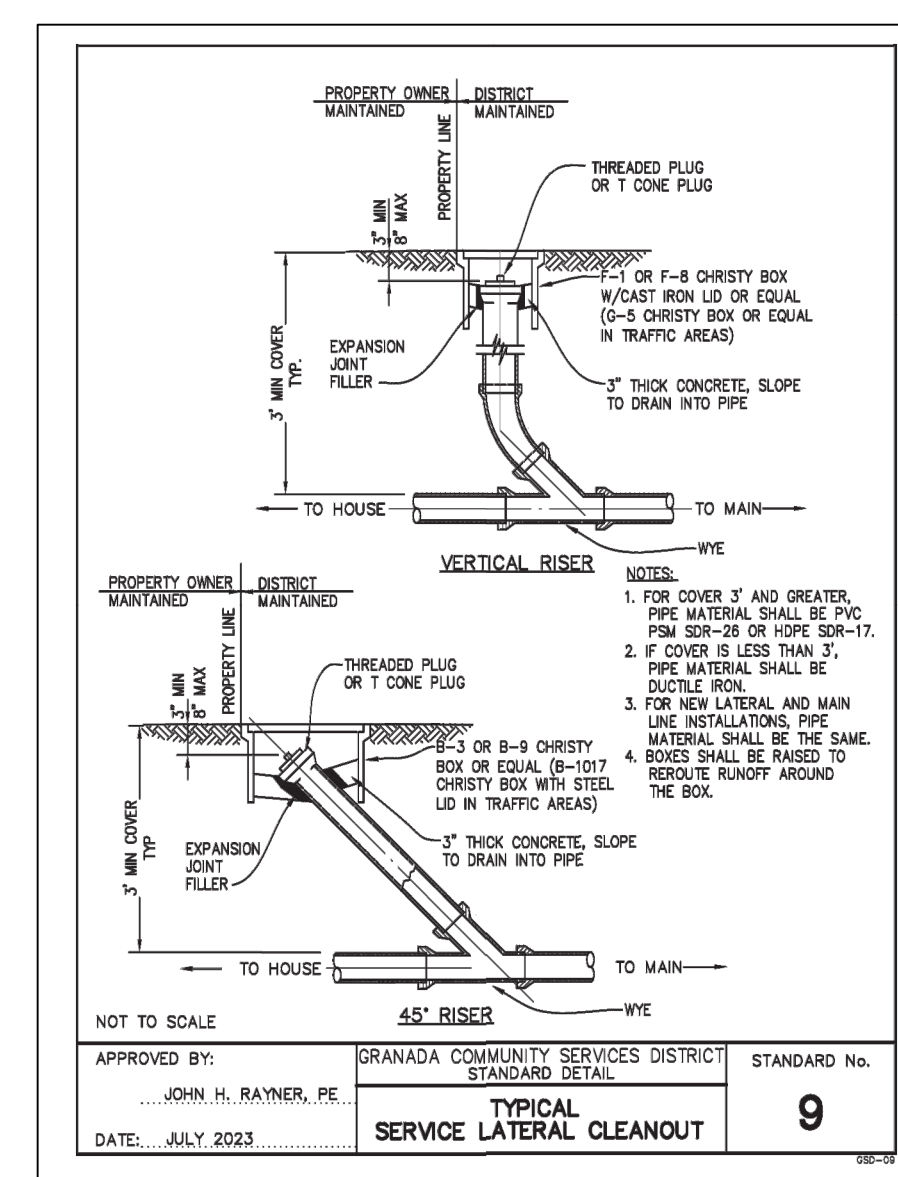
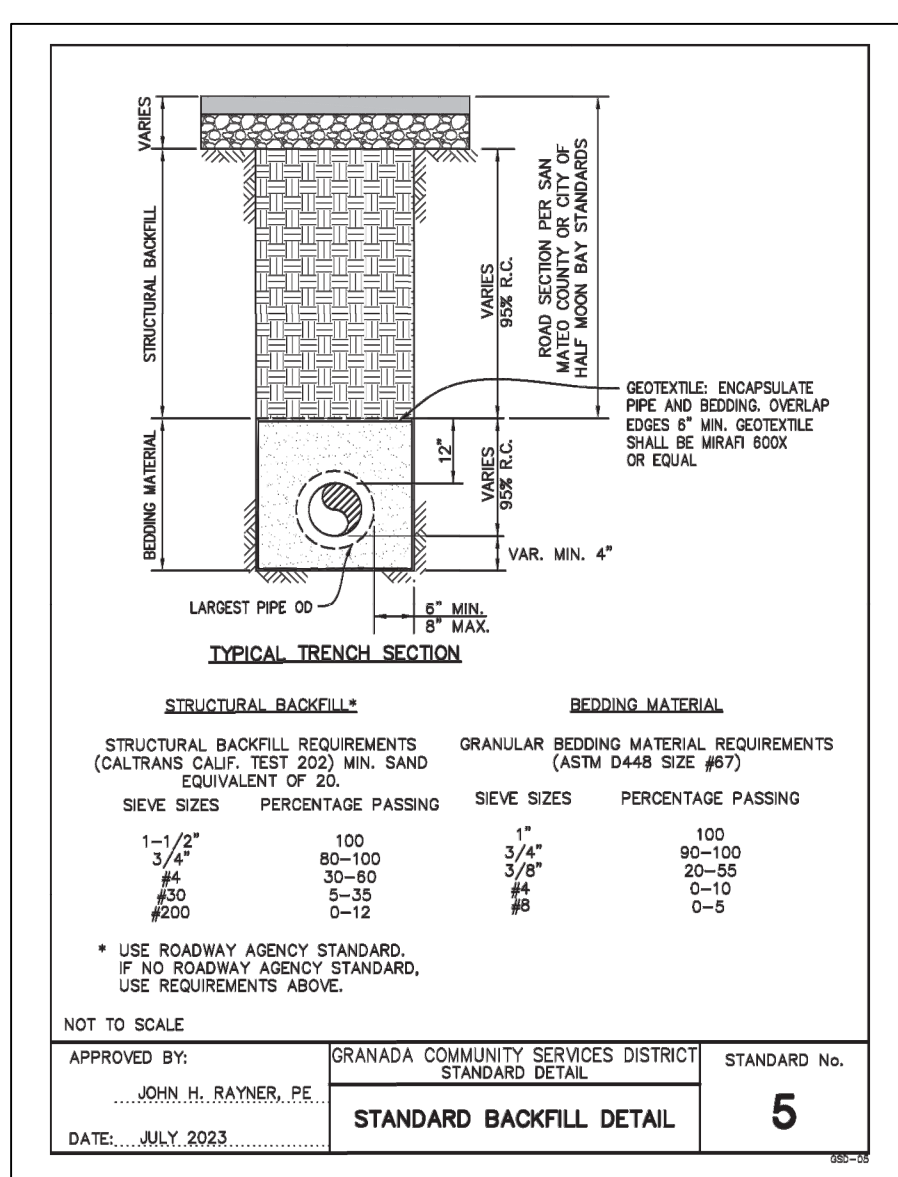
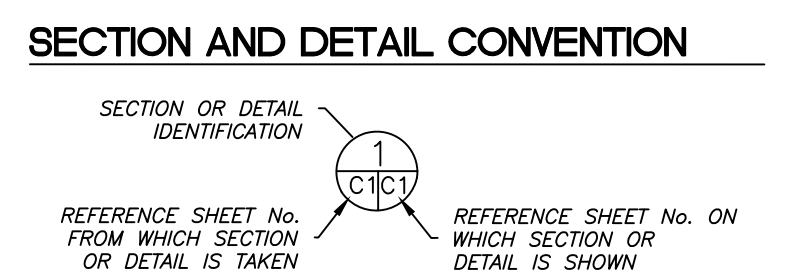
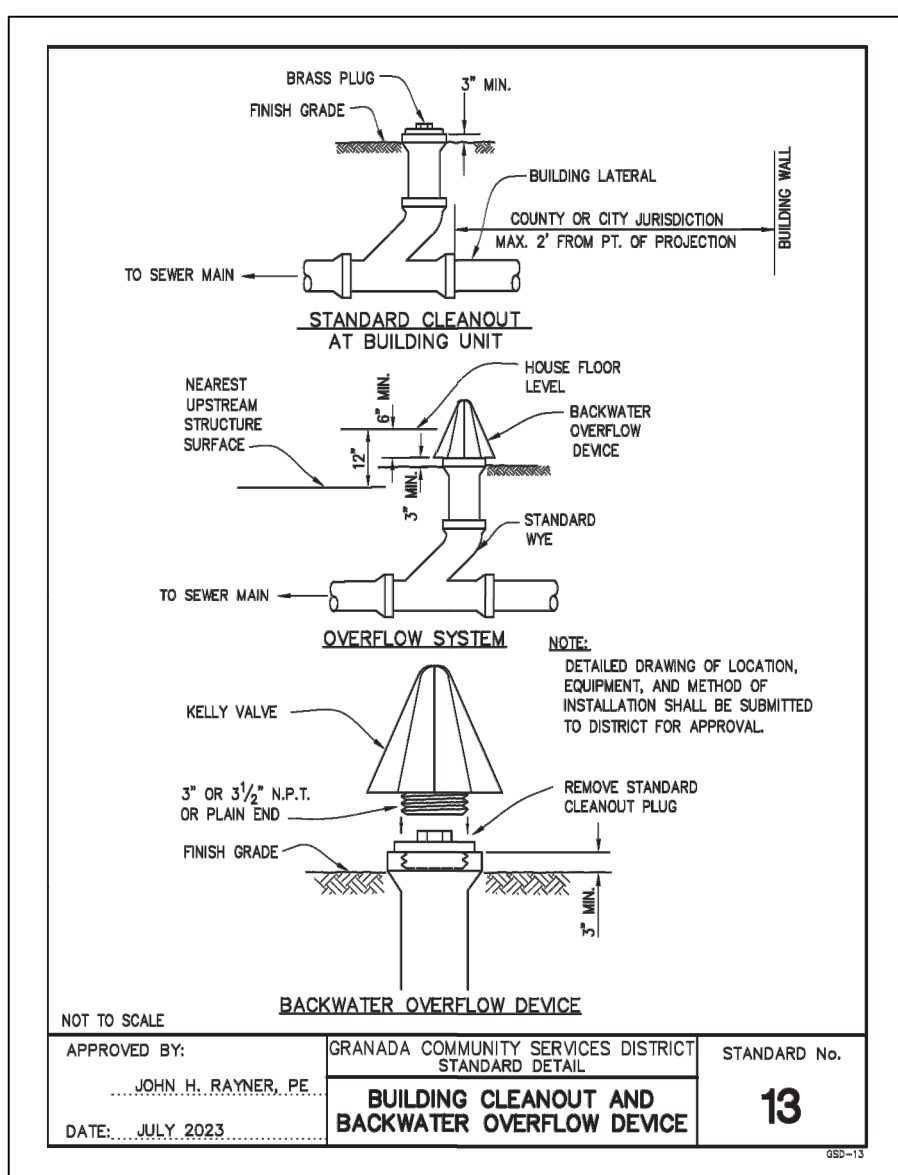
CUT VOLUME : 170 CY (BASED ON SLAB FOUNDATION, NO CRAWL SPACE)  
FILL VOLUME: 0 CY

VOLUMES ABOVE ARE APPROXIMATE.

THE SUBGRADE BELOW ALL PAVED AREAS SHALL BE BASEROCK COMPACTED TO 95%.

ALL GRADING SHALL CONFORM TO LOCAL CODES AND ORDINANCES.

ALL TRENCHES UNDER PROPOSED PAVED AREAS OR CONCRETE SHALL BE BACKFILLED TO SUBGRADE ELEVATION WITH COMPACTED APPROVED GRANULAR MATERIALS. IF TRENCHES ARE IN PROPOSED LANDSCAPE AREAS, THEY SHALL BE BACKFILLED WITH COMPACTED APPROVED GRANULAR MATERIAL TO WITHIN ONE FOOT OF FINISHED GRADE, AND THEN FILLED WITH HAND TAMPED SOILS.



11-21-22  
DRAWN BY: CMK  
CHECKED BY: AZG  
REV. DATE: 12-28-23  
REV. DATE: 09-28-23  
REV. DATE: 4-10-24

Sigma Prime Geosciences, Inc.  
SIGMA PRIME GEOSCIENCES, INC.  
332 PRINCETON AVENUE  
HALF MOON BAY, CA 94019  
(650) 728-3590  
FAX: 728-3595

GRADING AND DRAINAGE PLAN  
HEKKERT PROPERTY  
AVENUE ALHAMBRA  
EL GRANADA  
APN 047-206-160,170

SHEET  
C-1



August 8, 2024

## **Memorandum**

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

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

CIP, Project 3 is the next and final project of the 6-Year CIP approved by the Board in 2019. Because of the combination of recent higher than expected inflation and upcoming SAM expenses for IPS force main replacement, CIP Project 3 has been delayed.

### **Harbor Village RV Park**

The RV Park project is still under construction.

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

The Restroom project at the RV park is still under construction.

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

Our electrical engineering department reviewed the suitability of the magnetic flow meter currently installed in the wet well of the Pillar Point Harbor pump station. They found that the meter is not suitable for installation in a sewage wet well, which is classified as a Class 1, Group D Division 1 hazardous area. The meter instead should be relocated out of the wet well to an accessible location in a non-hazardous environment.

### **SAM's Meeting with Member Agency Managers & Engineers re SAM's Montara FM**

The Request for Proposal for Progressive Design Build (PDB) for replacement of SAM's Montara Force Main was sent to the three shortlisted PDR teams on July 9<sup>th</sup>. Proposals are now due on September 20<sup>th</sup>. The schedule includes approval of a design contract with the selected team in November, approval of the construction contract next July, and construction complete by June 30, 2026.

### **Review of SAM's Draft 5 Year CIP**

A meeting with SAM and member agencies was held on July 19<sup>th</sup> to discuss a 5 Year draft CIP for SAM prepared by William Faisst Consulting Engineer. Because of the need to replace SAM's Montara force main as well as other needed projects, the draft 5 Year CIP includes projects totaling \$18.6 million, compared to SAM's 5 year target of \$13.5 million.

### **Naples Beach. Phase 2 Easement**

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



**SEWER AUTHORITY MID-COASTSIDE**  
**Board of Directors Meeting Agenda**  
***Regular Board Meeting 7:00 PM, Monday, July 22, 2024***

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

This meeting will be held in-person and via zoom for public participation. 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/88014992801?pwd=Kz0ERq81iQvSEjZ6dSXDoUz2WPi98O.1>

Meeting ID: 880 1499 2801

Passcode: 615912

1 669 900 6833 US (San Jose)

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

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

## 1. CALL TO ORDER

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

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

Members of the public are welcome to provide public comments 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 July 22, 2024, will be read aloud 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 July 8, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for July 22, 2024 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending June 30, 2024 (receive and file) (**Attachment**)
- D. Authorize the General Manager to Pay CalPERS the Unfunded Annual Liability (UAL) Payment for Fiscal Year 2022/23 in a Single Lump Sum Payment in the Amount of \$302,698 (**Attachment**)

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

- A. Status Update on Annual Comprehensive Financial Report submitted to Government Finance Officers Association (GFOA) for Fiscal Year Ended June 30, 2023 (**Attachment**)

- B. Authorize General Manager to Purchase/Replace SAM 6 for Administration Department **(Attachment)**
- C. Set Salary and Terms and Conditions of Employment for Unrepresented Employees and Approve Unrepresented Employees' Salary Schedule, Retroactive to July 1, 2024 **(Attachment)**
- D. Set Bi-Weekly Employee Salary Schedule, Effective July 1, 2024 **(Attachment)**

**5. GENERAL MANAGER'S REPORT**

- A. Monthly Managers' Report – June 2024

**6. ATTORNEY'S REPORT**

**7. DIRECTORS' REPORT**

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

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

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

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

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

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

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code 54957, Title: General Manager**

**D. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code § 54957.6  
Unrepresented employee: General Manager

- E. CONFERENCE WITH LABOR NEGOTIATORS (§ 54957.6) Agency designated representatives: Kishen Prathivadi, Christopher Boucher Employee organization: IUOE Stationary Engineers, Local 39Conference with Labor Negotiators (§ 54957.6) Unrepresented Employees

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: August 12, 2024, and August 26, 2024

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

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**INFORMATION FOR THE PUBLIC**

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

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

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



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** July 22, 2024  
**SUBJECT:** **Monthly Manager’s Report – June 2024**

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#### **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 *June 2024*.

##### *Key Indicators of Performance*

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

##### *Flow Report (See Attachment A)*

Half Moon Bay	0.776	60.28%
Granada CSD	0.262	20.32%
Montara W&SD	0.250	19.39%
Total	1.287	100.0%

### **Administration**

There was one Regular Board Meeting in the month of June 2024, and no public records request. There was no article in the Half Moon Bay Review. There was one article in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside Looks to Future with a Bio-Charge System that Heats Sludge, Removes Organics and Destroys PFAS, (June 12, 2024). There were no new hires in the month of June. There was one Anniversary's in the month of June Lead Operator David Partida.

### **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.

We have not had to use Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier for a little bit now which is nice and saves us money on chemical usage. As conditions change, we might need to use the alum again but in the short term I will take the win. We are adding polymer and cl<sub>2</sub> for foam control on an as needed basis on the front side of the MLSS basin.

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

While we did get some light rain early in June it was not much. There were some power issues in the field, primarily PG&E related issues.

Earlier this month, (6/12), we had safety training with Du-all, we encourage folks from the member agencies to attend any of the training that will relate to them. This month the covered topics were confined space training. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

The Princeton project is moving along well, the functional test is scheduled for early in July. If all goes well it should be online early in the early part of the month.



We had the annual inspection of all the fire extinguishers, Calcon was working on radio telemetry and station communication. Overaa was in for a site walk for the upcoming primary project and to sort out setup and staging area.

Digester #2 will be back online soon; we were able to get folks doing the Princeton coating to spray the hatches for us it is just a matter of their schedule. Once that is complete, we will get it buttoned up.

Update on the boiler replacement. We are still going forward, it is in the BAAQMD hands, for reference this process started in May of 2023.

During the month of June 2024 rainfall was below the historic normal for Half Moon Bay. The 10-year average for the area is 0.153 inches of rain in, (0.28 inches used to be considered normal, this year we received 0.10 inches, below the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.10 inches, (from the NOAA gauge at the plant). Our roof top had 0.10 at the plant, 0.07 inches in the GCSD service area, and 0.09 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 June 2024.**

- 6/1/2024 – Saturday - Daily ops rounds and duties. Add polymer to the MLSS effluent. Increase primary sludge pump rates. Fill up a couple polymer totes during the day.
- 6/2/2024 – Sunday - Daily ops rounds and duties. Add polymer to the MLSS effluent. #1/2 water pump failed (earth fault) reset.
- 6/3/2024 - Daily ops rounds and duties. Add polymer to the MLSS effluent. #1/2 water pump 1 failed, reset VFD all ok now. Fill up a couple mixed polymer totes. Weed whack and clean area around head works. Hose down a section of the secondary weirs. Did weekly inventory of chemical supplies.
- 6/4/2024 - Daily ops rounds and duties. Added polymer to the MLSS effluent. Found tubing for alum pump leaking, replaced old tubing with new. #1/2 water pump #2 found leaking, turned off and set #1 pump on lead. Did call CALCON to diagnose and repair the leak. Replaced polymer tote for belt press. Weed whack around the plant. SRT engineers at the plant are looking into final effluent building and other parts around the plant.

- 6/5/2024 - Daily ops rounds and duties. Added polymer to the MLSS effluent. SERP SSO spill training. CALCON here working on programming #1/2 water pumps 1 and 2. Found water inside electrical connection of the #1/2 water pump 1. Weed whack around plant.
- 6/6/2024 - Daily ops rounds and duties. Add polymer to the MLSS influent and effluent. Union meeting. CALCON here to repair #1/2 water pump 2 And 3. Operations meeting in the afternoon. Clean and weed whack areas around the plant.
- 6/7/2024 - Daily ops rounds and duties. Added polymer to the MLSS effluent. Test #1 water pump 2 after being repaired. Continue cleaning and wash-down areas around the plant. One crew member was taken to hospital after falling and getting hit on the nose and forehead from the fall.
- 6/8/2024 – Saturday - Daily ops rounds and duties. Add polymer to the MLSS effluent. Fill a couple mixed polymer totes.
- 6/9/2024 – Sunday - Daily ops rounds. Collect Alpha Lab samples. RDT not working on Auto mode, did restart and worked ok. Work on Payroll and HACH WIMS.
- 6/10/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS effluent. CALCON here working on telemetry in admin building. Work on peristaltic pump for the ALUM feeding to the MLSS effluent. Perform weekly inventory for the plant.
- 6/11/2024 - Daily ops rounds and duties. Add polymer to the MLSS effluent. Work on MICRO 2000 CL2 analyzer due to inconsistencies in the 2-hour daily checks, found the issue and corrected it. Was down bar screens and headwork's area.
- 6/12/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS effluent, also added polymer to AB3 influent side. DU ALL-confined space training to all field crew staff including MONTARA water sanitary district. Wash down sections of secondary clarifier.
- 6/13/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS effluent and polymer to the AB3 influent side. Boiler #2 failed, low gas pressure, reset boiler. Test and exercise all influent pumps.
- 6/14/2024 - Daily operations rounds and duties. Continue adding diluted polymer and alum to the MLSS effluent. Collect and drop off COVID samples. Planned power outage for PRINCETON pump station.

- 6/15/2024 - Saturday-Daily ops rounds and duties. RDT failed due to sensor inside hopper dirty, cleaned and reset alarm. The power was back on at PRINCETON pump station at 06:00. Add polymer to the MLSS effluent side and fill up a couple polymer totes of diluted polymer.
- 6/16/2024 - Sunday-Daily ops rounds and duties. Add polymer to the MLSS effluent. Prepare ALPHA sample bottles for the following day. Normal day.
- 6/17/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS effluent. Collect ALPHA samples. Weed whack and clean areas around the plant.
- 6/18/2024 - Daily ops rounds and duties. Added polymer to the MLSS effluent. Continue cleaning areas around the plant. Empty tote pick up company here, loaded 32 totes in truck. Check and inspect fire extinguishers for the month of June.
- 6/19/2024 - Daily ops rounds and duties. Continue adding polymer and alum to the MLSS effluent. Scrub and hose down secondary #1 weirs. Removed all scrap metal from PRINCETON pump station. Grande flood management systems at the plant quoting us on flood retaining wall.
- 6/20/2024 - Daily ops rounds and duties. Add polymer and alum to the MLSS effluent. Cleaned Contact basin #1. Union meeting during lunch. Davey Tree Company at the plant doing work for PG&E, (they need to do more I hope).
- 6/21/2024 - Daily ops rounds and duties. Continue adding polymer and alum to the MLSS. Switch chemical pumps for CL2 and SO2. Exercise all influent pumps by hand manually. The influent sampler fridge not working properly, did reset and works well now.
- 6/22/2024 - Saturday- Daily ops rounds and duties. Add polymer and alum to the MLSS effluent. RDT failed a few times, had to run on manual mode. Changed primary pump sludge rates.
- 6/23/2027 - Sunday- Daily ops rounds and duties. Stop the addition of polymer and alum to the process. No anomalies, normal day.
- 6/24/2024 - Daily ops rounds and duties. Add polymer to aeration basin #3 influent side. CALCON here is working on waste gas flare, replaced automatic valve but gas flare still having issues. Clean areas around plant. Met roofer at the Princeton pump station to look at roof.

- 6/25/2024 - Daily ops rounds and duties. Collect ALPHA samples. Sodium Bisulfite delivery, Fill both tanks to 100% due to ordering error. Clean all 4 DO probes in the aeration basins. Worked on waste gas flare but found auto gate valve does not engage when called for. Site walk with Overaa to look at primary clarifier project that is coming up in the next few weeks.
  
- 6/26/2024 - Daily ops rounds and duties. Collect all working fire extinguishers and place in MB2. RDT failed due to broken polymer mixing unit, we were able to temporarily repair broken part, original parts ordered. Add polymer to AB3 influent side only.
  
- 6/27/2024 - Daily ops rounds and duties. Cleaned contact basin number 2. Exhaust valve (VAREC valve) on digester #1 is leaking gas did notify mechanics. Fire extinguisher Company here working on all fire extinguishers. CALCON here working on telemetry and communication controls. Superintendent was out at Date / Harte with crew till almost 1 a.m.
  
- 6/28/2024 - Normal rounds and reads, adding poly to MLSS for foam control, Anton in checking on the flow meters outside of the plant.
  
- 6/29/2024 - Saturday – Normal rounds and reads, one operator on duty, nothing out of the ordinary
  
- 6/30/2024 - Sunday – Normal rounds and reads, One operator on duty , adding poly to MLSS for foam, Print out paperwork and transfer numbers for July month, Hypo pump # 3 having issues switch to # 4, Prep Alpha bottles.

**Other activities are listed below:**

There were 11 deliveries (approximately 7,000 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 700.00. There were no leachate deliveries to the SAM IPS line in the month of June 2024, for a total leachate volume of 0 gallons.

The NPDES data report for June 2024 is attached reference (Attachment B).

**Contract Collection Services**

The SAM crew cleaned 23,405 feet of sewer line and responded to twenty calls in contract service areas. Nine calls were sewer line related and eleven were maintenance service calls. Three of the callouts were during regular business hours or started during regular business hours and went into overtime. Seventeen of the calls were after hour

callouts. Seven of the calls were in HMB, eleven calls were in the MWSD service area, and two calls were in the GCSD service area during the month of June 2024.

HMB – The service calls in HMB were as follows; 6/3 - Replaced smart cover battery on Bell Building smart cover. 6/20 - Call for service line issue. When the crew arrived, they observed the main was flowing well, they flushed the main to confirm it was open finding no obstruction. Advised owner to contact a roofer company to resolve issue. 6/23 - Loose cover on manhole, seemed to have a fitment issue. Crew was able to locate a spare manhole lid that fit better to fix issue.

The maintenance service calls in HMB was as follows; 6/3 - Pelican point PG & E power issue, genny ran 10.7 hrs. Reset all equipment and tested for normal operation after power was restored. 6/3 - Ocean colony PG & E power issue, genny ran 10.7 hrs. Reset all equipment and tested for normal operation after power was restored. 6/5 - Bell moon lift station High level alarm. Observed high level float hanging to low upon arrival. Re-secured float at appropriate elevation. Cleared alarms and tested station for normal operation. 6/30 - Bell moon station trouble alarm, could have been caused by dense fog / moisture. Reset alarms and checked for normal operation.

GCSD – The service call in GCSD was as follows; 6/14 - Call for a service line back up. The crew arrived finding standing water in cleanout. The crew flushed main finding no obstruction, they assisted owner to clear blockage. Recommended owner protect property line clean out to prevent future issue. 6/21 - Call for service line issue, crew noticed standing water in prop line cleanout upon arrival. Flushed main finding no obstruction.

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

MWSD – The sewer line related call in the MWSD area was as follows; 6/1 - Call for standing water in lateral, there was a blockage at main connection causing the back up. Owner had service line televised, there is an offset from when C.I.P. work was done on the main line causing this issue. 6/23 - Call for a sink hole starting in the street. It is in line with the gravity main line but there is nothing obvious that would lead us to believe there is some sort of failure occurring. 6/27 - C.I.P. Construction issue. Structure into manhole was compromised allowing a lot of base rock to totally block sewer. The

contractor was called in. It was a long night, but the crew prevented any sort of SSO. 6/28 - Day two of C.I.P. project, crew was onsite this time from the get go. Another long day but of vactoring debris from the manhole which is why we planned on being there today.

The maintenance calls in the MWSD service area were as follows; 6/7 - Airport station general station alarm. The station was operating upon arrival. Reset all alarms and checked station for normal operation. 6/14 - Airport station alarm. The station was on genny upon arrival. PG & E was doing work in the area. Power was restored hours later, reset alarms, and checked station for normal operation. 6/15 - Date Harte station alarm. Station was on genny upon arrival. PG & E was doing work in area they didn't think it would have caused the power disruption but something was going on. Power was restored hours later, reset alarms and checked station for normal operation. 6/15 - Seal cove 2 station was operating normal upon arrival, possible power glitch due to work being done in area. Reset alarms and checked station for normal operation. 6/17 - Seal cove 2 station, upon arrival station was in alarm but functional, possible power glitch. Reset alarms and tested station for normal operation. 6/19 - Airport street station, high level alarm through alarm company, checked station and reset. Checked for normal operation. 6/27 - Vallemar station alarm for genny running. Was on utility power upon arrival. Genny totalizer did not indicate increase in run time hours. Likely a glitch, reset alarms and checked station for normal operation.

The June 2024 collection system data report is provided for the Board's information. There were zero (0) Category 1, zero (0) Category 2's, zero (0) Category 3's, and zero category 4 SSO's, during the month of June 2024.

**Staff Recommendation**

Staff recommends that the Board receive the Manager's Report for June 2024.

**Supporting Documents**

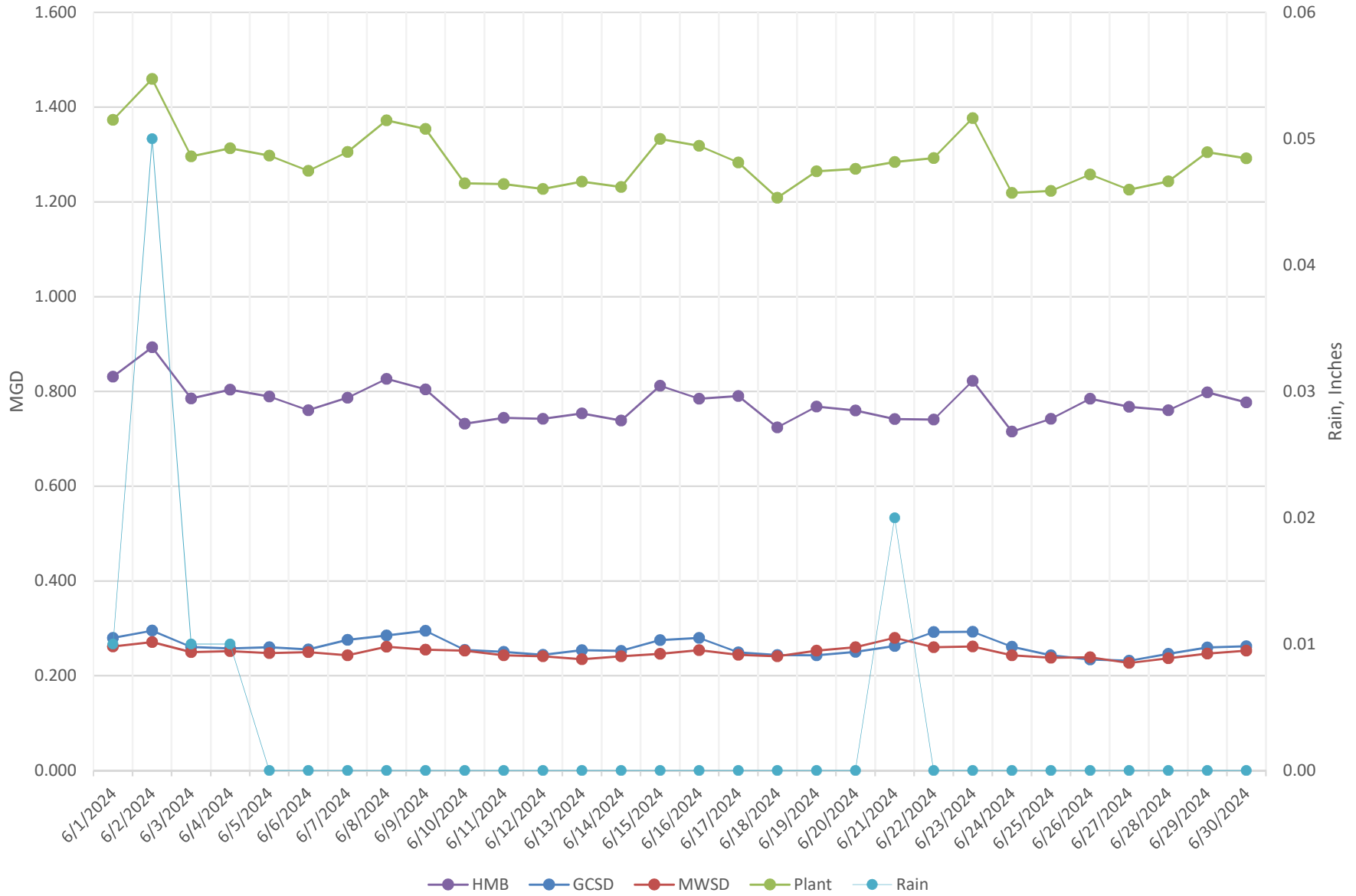
Attachment A: Monthly Flow Report June 2024

Attachment B: Monthly NPDES Report June 2024

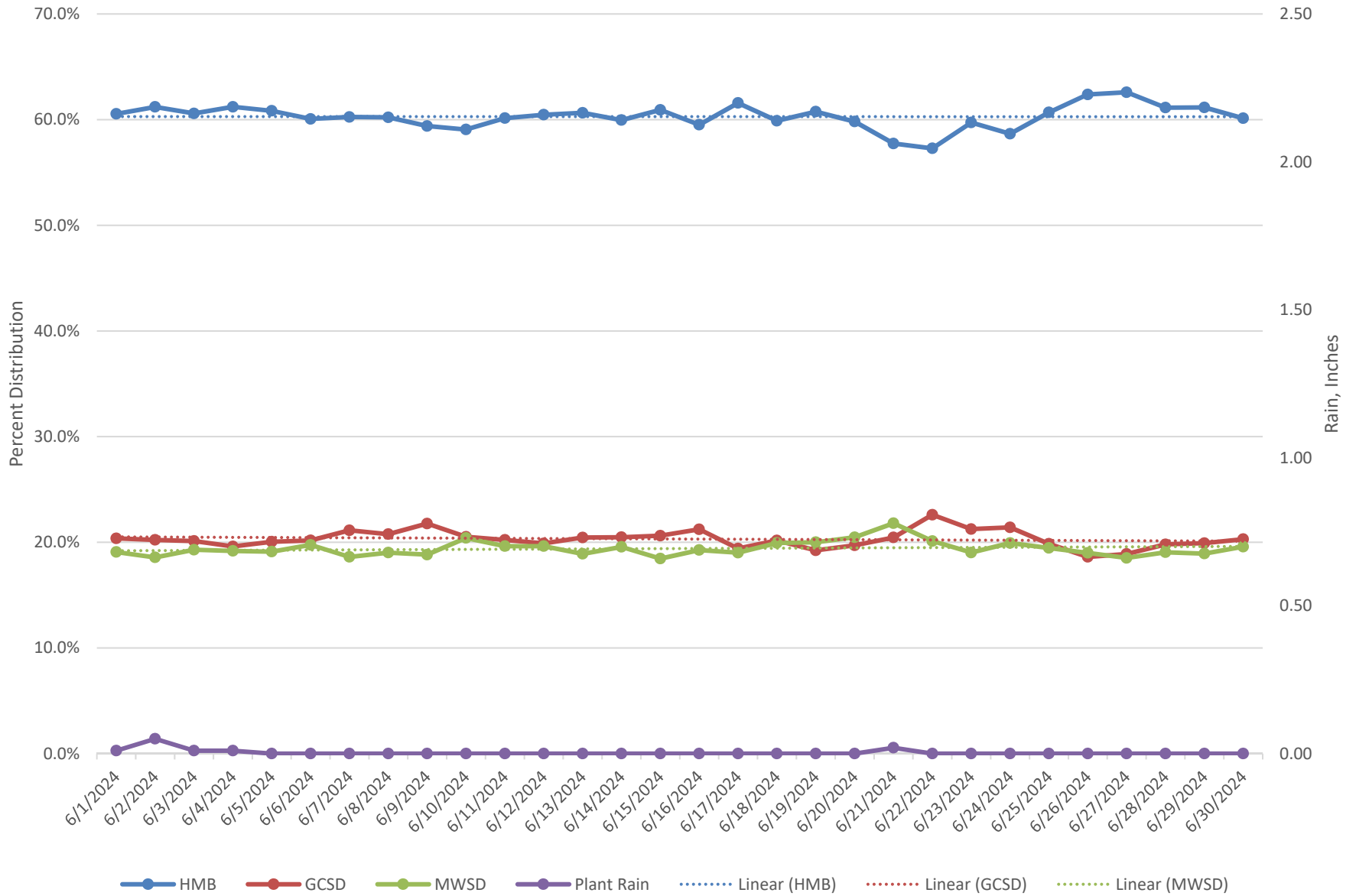
Attachment C: Collection System Data June 2024

Attachment D: Contract Collection Service Report June 2024

### Sewer Authority Mid-Coastside Monthly Flow Distribution Report, June 2024



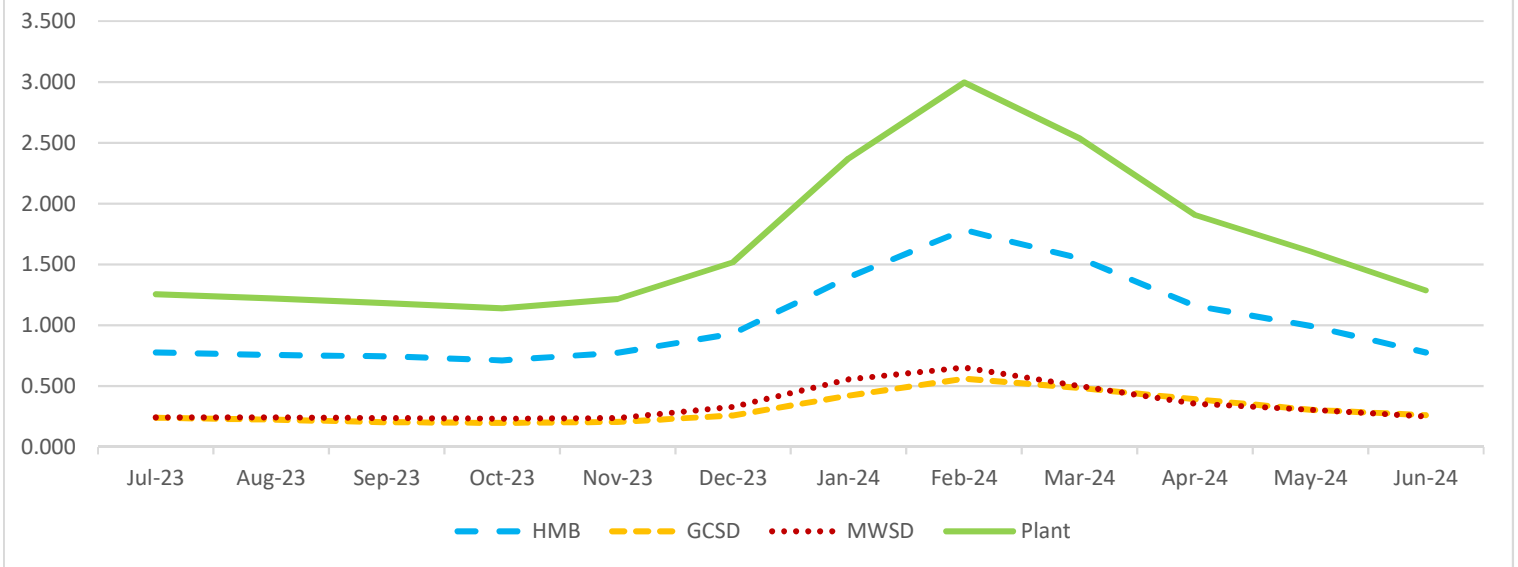
### Percent Distribution June 2024



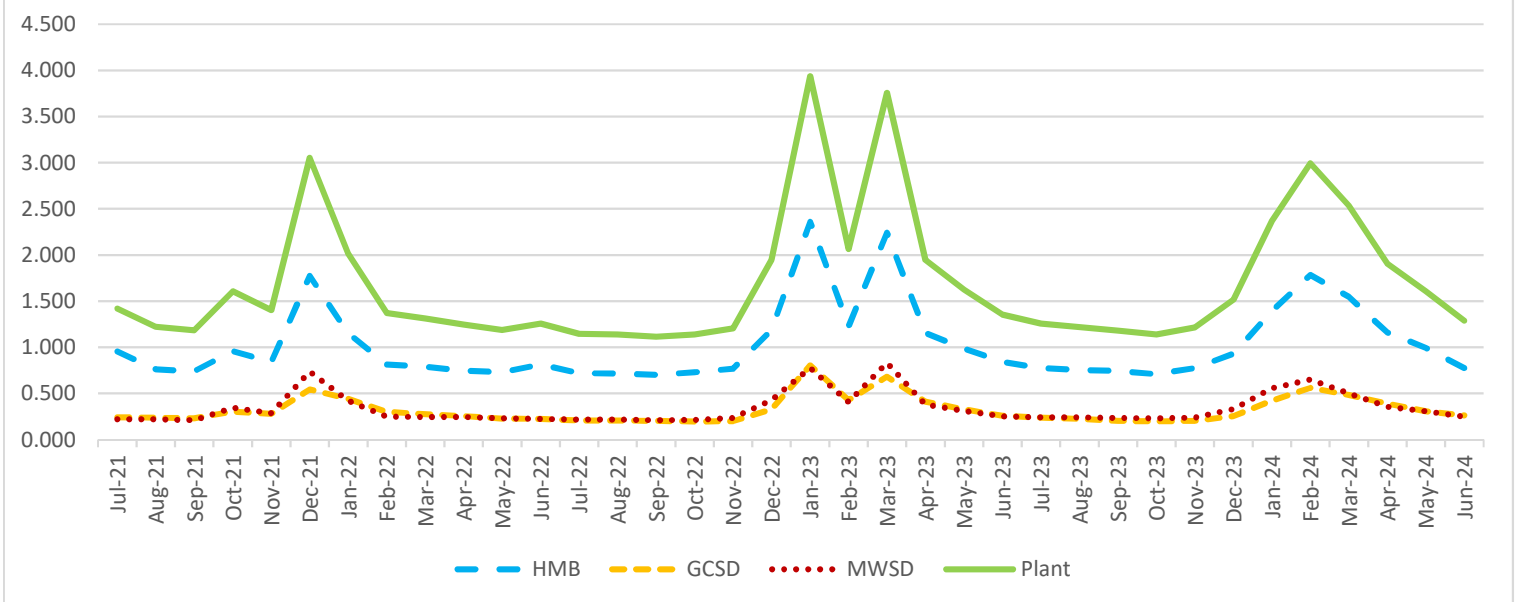


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart  
July 2023 - June 2024



Three year flow chart  
July 2021 - June 2024



**SAM      E-001      June 2024**

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
6/1/2024			7.10					10.10
6/2/2024								
6/3/2024								
6/4/2024								
6/5/2024	200	7.00		96.5%	250	220	9.1	
6/6/2024	360	7.30		98.0%	380	200	24.0	
6/7/2024								
6/8/2024			7.15					16.55
6/9/2024	320	4.70		98.5%	300	260	4.8	
6/10/2024	320	6.10		98.1%	300	230	6.1	
6/11/2024								
6/12/2024								
6/13/2024								
6/14/2024								
6/15/2024			5.40					5.45
6/16/2024								
6/17/2024	170	5.70		96.6%	270	240	5.3	
6/18/2024	330	4.40		98.7%	240	200	3.9	
6/19/2024								
6/20/2024								
6/21/2024								
6/22/2024			5.05					4.60
6/23/2024								
6/24/2024								
6/25/2024	230	3.30		98.6%	250	210	5.3	
6/26/2024	330	3.20		99.0%	260	200	7.4	
6/27/2024								
6/28/2024								
6/29/2024			3.25					6.35
6/30/2024	340	2.80		99.2%	230	190	6.0	
Count	9	9	5	9	9	9	9	5
Minimum	170	2.80	3.25	96.5%	230	190	3.9	4.6
Average	289	4.94	5.59	98.1%	276	217	8.0	8.6
Maximum	360	7.30	7.15	99.2%	380	260	24.0	16.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM E-001 June 2024**

<b>Date</b>	<b>BOD % Removal</b>	<b>Eff Settleeable Matter mg/l</b>	<b>Eff Settleeable Matter Weekly Avg mg/l</b>	<b>Eff Turbidity NTU</b>	<b>Eff Turbidity Weekly Avg NTU</b>	<b>Chlorine Residual Day Max</b>
6/1/2024			ND		1.90	0.00
6/2/2024						0.00
6/3/2024						0.00
6/4/2024						0.00
6/5/2024	96.4%	ND		3.10		0.00
6/6/2024	93.7%	ND		1.20		0.00
6/7/2024						0.00
6/8/2024			ND		2.15	0.00
6/9/2024	98.4%	ND		1.40		0.00
6/10/2024	98.0%	ND		1.40		0.00
6/11/2024						0.00
6/12/2024						0.00
6/13/2024						0.00
6/14/2024						0.00
6/15/2024			ND		1.40	0.00
6/16/2024						0.00
6/17/2024	98.0%	ND		1.30		0.00
6/18/2024	98.4%	ND		1.80		0.00
6/19/2024						0.00
6/20/2024						0.00
6/21/2024						0.9025
6/22/2024			ND		1.55	0.00
6/23/2024						0.00
6/24/2024						0.00
6/25/2024	97.9%	ND		1.00		0.00
6/26/2024	97.2%	ND		0.90		0.00
6/27/2024						0.00
6/28/2024						0.00
6/29/2024			ND		0.95	0.00
6/30/2024	97.4%	ND		1.10		0.00
						0.00
Count	9	0	0	9	5	31
Minimum	93.7%	0.0	<	0.00	0.90	0.95
Average	97.2%	ND		ND	1.47	1.59
Maximum	98.4%	0.0		0.0	3.10	2.15
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM      E-001      June 2024**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
6/1/2024	0.00		6.95	20.0		6.597	7.50	82.3
6/2/2024	0.00		6.91	19.6			6.99	76.3
6/3/2024	0.00		7.06	19.7			7.58	83.0
6/4/2024	0.00		6.93	19.9			7.13	77.1
6/5/2024	0.00		6.87	20.3			7.22	79.8
6/6/2024	0.00	16.0	6.94	20.1	10.0		6.93	76.3
6/7/2024	0.00		6.97	20.4			7.32	81.1
6/8/2024	0.00		7.03	20.4		7.587	7.20	79.8
6/9/2024	0.00		7.08	20.4			7.31	81.0
6/10/2024	0.00	13.0	7.09	20.0	ND		7.57	83.6
6/11/2024	0.00		7.00	20.1			7.21	79.4
6/12/2024	0.00		7.04	20.4			7.33	81.4
6/13/2024	0.00		7.02	19.7			6.57	71.9
6/14/2024	0.00		7.03	20.1			7.82	86.1
6/15/2024	0.00		7.01	20.0		5.743	7.14	78.7
6/16/2024	0.00		7.10	20.1			7.21	79.4
6/17/2024	0.00		7.08	20.1			7.40	81.7
6/18/2024	0.00	23.0	7.07	20.1	ND		7.32	80.6
6/19/2024	0.00		7.04	20.3			6.99	77.3
6/20/2024	0.00		7.02	20.1			7.66	84.3
6/21/2024	2.85		7.15	19.7			8.05	88.0
6/22/2024	0.00		7.13	19.6		5.743	8.09	88.1
6/23/2024	0.00		7.02	19.8			7.08	77.5
6/24/2024	0.00		7.08	20.3			7.52	83.4
6/25/2024	0.00		7.00	20.4			7.20	79.8
6/26/2024	0.00	24.0	7.02	20.2	ND		7.60	83.9
6/27/2024	0.00		6.90	20.5			7.06	78.3
6/28/2024	0.00		6.97	20.3			7.56	83.6
6/29/2024	0.00		6.98	20.5		5.743	7.50	83.3
6/30/2024	0.00		7.04	20.6			7.38	82.1
	0.00							
Count	31	4	30	30	1	5	30	30
Minimum	0.00	13.0	6.87	19.6	< ND	< 5.743	6.57	71.9
Average	0.092	19.0	7.02	20.1	< ND	< 6.2826	7.35	81.0
Maximum	2.85	24.0	7.15	20.6	10	< 7.6	8.09	88.1
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

## Monthly Collection System Activity/SSO Distribution Report, June 2024

### June 2024

	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	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>	<b>0%</b>	<b>0%</b>	<b>0%</b>

### Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
June 2024	0	0	0	0	0
12 Month Moving Total	1	1	0	0	0

### SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
June 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.0	2.7	0.0	0.0	0.0
Category 1	0.0	0.0	0.0	0.0	0.0
Category 2	0.0	0.0	0.0	0.0	0.0
Category 3	1.0	2.7	0.0	0.0	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

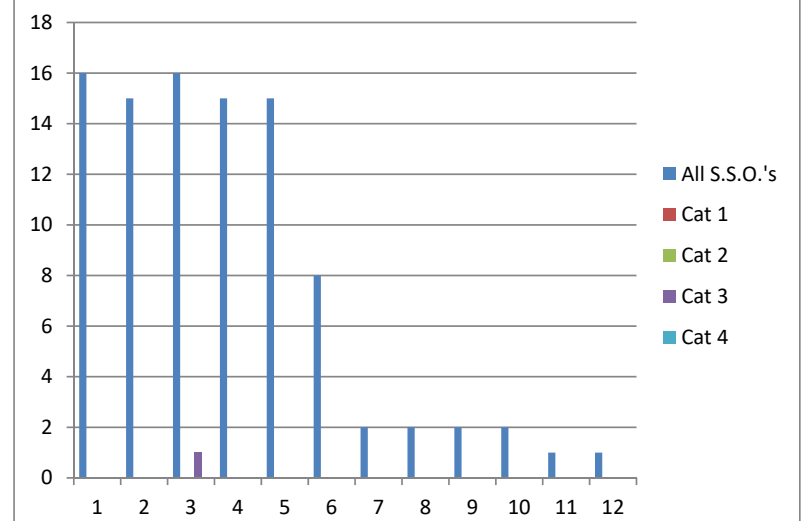
### 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
July - 23	9,325	10,286	4,744	24,355	4.6
Aug - 23	22,726	8,469	9,951	41,146	7.8
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4

Annual ft	132,072	129,527	96,507	358,106	
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Annual Mi.	25.0	24.5	18.3		67.8
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### 12 Month Moving SSO Totals Through June 2024



Attachment C

# TASK SUMMARY- GCSD 2023-2024

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,235	6,242	11,056	9,984	8,489	9,131	14,170	12,392	6,651	11,548	5,953	7,140		
Hot Spot Cleaning	5,400	294	3,321	3,974	-	290	1,382	613	667	-	-	4,881	1,688		
Lift Station Inspection - Daily	52	4	4	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	4	4		
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manhole Inspection	879	57	44	71	43	45	51	71	67	32	58	67	56		
USA Markings	372	76	81	78	56	53	20	31	24	33	45	31	26		
F.O.G. Inspections Completed	10	-	22	-	-	-	-	-	-	-	-	-	-		
F.O.G. Inspections Passed	10	-	15	-	-	-	-	-	-	-	-	-	-		
F.O.G. Inspection Failed	-	-	7	-	-	-	-	-	-	-	-	-	-		
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-	-	-		
Customer Service Call - Reg	-	1	-	-	-	1	1	-	2	1	1	1	-		
Customer Service Call - OT	-	-	-	-	-	-	1	1	2	1	-	-	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	0	0	0		



## GRANADA COMMUNITY SERVICES DISTRICT

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

July 18, 2024

This meeting was held in person and via Zoom.

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

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

#### **ROLL CALL**

President Nancy Marsh, Director Matthew Clark, Director Barbara Dye, and Director Jen Randle. Director Jill Grant participated via teleconference from 128 Coronado St., El Granada, pursuant to Government Code Section 54953(b), and came into the meeting at 7:05 pm.

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

#### **GENERAL PUBLIC PARTICIPATION**

None.

#### **REGULAR MEETING AGENDA**

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

- a. Report on Granada Community Park and Recreation Center – Ms. Atmore reported that the public comment period for the IS/MND had been extended to July 19 and that 89 comments had been received to date. Ms. Atmore also stated that staff had temporarily suspended the contract with Townsend Public Affairs until the project is shovel ready. Director Marsh concurred that the sentiment from various public officials at the county and state level was that grants would be more accessible when permits were in hand. Director Dye asked for next steps in the process and Ms. Atmore explained that the comments would be reviewed by Montrose and the project team and that the MND would be brought back to the Board with incorporated comments likely at the September meeting. Director Randle asked if a presentation had been done to the MCC. Mr. Duffy confirmed that he, Tom Conroy of KKDG, and Director Marsh presented to the MCC on July 10<sup>th</sup>. Director Marsh summarized the discussion and asked that the slides be shared with the Board. Mr. Duffy stated that the future steps outline was available and would also be shared with the Board and published on the website. Director Grant asked who would review the comments on the MND. Mr. Duffy clarified that the project team would include himself, Tom Conroy, Bill Parkin, and Hope Atmore. Director Grant went on to ask if a revised MND would include

financial information. General Counsel Parkin stressed that the MND is an environmental document and therefore financial comments would not be addressed. He went on to emphasize that until the team evaluates the comments, he could not determine if a revised MND would be coming and that there is no legal requirement to make revisions. Director Grant asked if Mr. Parkin would investigate adding services to the GCSB LAFCo charter. Mr. Parkin stated that it would be a drawn out process and that he would investigate if he is directed by the Board to do so.

- b. Report on Planned Recreation Program Events – Ms. Atmore reported that the bookmobile would be continuing its route in El Granada on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month and that the next newsletter would be available in mid-August.

**Director Marsh re-opened general public comment at the request of Director Grant.** Director Grant reminded the public that the filing period for the November election was open. Director Grant also asked if GCSB was following the RCD vegetation management plan. Mr. Duffy stated that the District was following the plan and that staff had recently met with RCD staff. He also said that RCD would be presenting at the August meeting.

- 2. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the Fiscal Year 2024/25 San Mateo County Tax Roll.** Director Dye summarized the number of residential and commercial accounts. Director Grant asked for clarification on collection of fees for delinquent garbage accounts. Mr. Duffy explained that per the District's agreement with Recology, delinquent fees are included on the property tax bill on their behalf. Director Marsh opened the public hearing for comments. Ms. Atmore reported that no written comments had been received on the topic, and there were no comments at the meeting. The public hearing was closed.

**ACTION:** Director Clark moved to approve Resolution 2024-05. (Clark/Randle).  
Approved 5-0.

- 3. Engineer's Report.** Director Dye asked for explanation on the Harbor District sewer meter. Mr. Duffy explained that our district engineer commented that the meter being used is not suited for use in a sewer manhole setting.
- 4. Report on Sewer Authority Mid-Coastside Meetings.** Director Dye reported that the City of Half Moon Bay finally agreed to pay their share of the first phase of the SAM IPS forcemain repair located in Montara. SAM will be putting out a request for proposals for a design-build contract for the force main. The SAM Princeton Pump Station Replacement Project is complete. Mr. Duffy stated that the agency managers will be meeting this week to discuss a SAM 5 year Capital Plan.



**CONSENT AGENDA**

- 5. **June 20 Regular Meeting Minutes.**
- 6. **July 2024 Warrants.**
- 7. **May 2024 Financial Statements.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

- 9. **Attorney’s Report. (Parkin) No Report.**
- 10. **General Manager’s Report. (Duffy) No Report**
- 11. **Administrative Staff Report. (Atmore) No Report**
- 12. **Future Agenda Items** – Director Dye asked for a discussion on the problem of snails on the Granada Community Park site. Mr. Duffy reported that RCD would also address the issue of snails. Director Grant stressed the need for mowing equipment to be washed down before and after coming on to the property.

**ADJOURN TO CLOSED SESSION**

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

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

**RECONVENE TO OPEN SESSION**

No reportable action.

**ADJOURN REGULAR MEETING**

The meeting was adjourned at 8:20 p.m.

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Hope Atmore, Board Secretary

Date Approved by the Board: August 15, 2024

**Granada Community Services District  
August 2024 Warrants  
For the August 15, 2024 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
07/18/24	10079	AT&T	Inv dtd 07/05/24	6170 Utilities	119.84
07/18/24	10080	KBA Document Solutions	Inv dtd 07/17/24	6140 Office Supplies	44.62
07/18/24	10081	Riordan Consulting	June 2024 IT Svcs	6190 Computers	100.00
07/18/24	10082	Sewer Authority Mid-Coastside	Jun 2024 Pass Through	5010 SAM - General	437.50
07/19/24	10083	US Bank	Depository Acct May 2023	2300 Due to/from AD	1,000.00
07/19/24	10084	US Bank Equipment Finance	Jul 2024 Svcs	6020 Copier lease	252.28
07/30/24	10085	Hope Atmore	Cell phone and travel reimb 02/20/24-06/30/24	6050 Education & Travel Reimb	423.79
07/30/24	10086	Candise D'Acquisto	480 Ave Alhambra-Reim for Repairs & Fire Sprk Insp	6135 Other Property Maint.	958.00
08/15/24	10087	Alhambra & Sierra Springs	Invoice dtd 08/01/24	6140 Office Supplies	48.46
08/15/24	10088	Barbara Dye	07/18/24 GCSD	6040 Directors' Compensation	190.00
08/15/24	10089	Beach Break Entertainment	50% deposit - Movie Under the Stars at Quarry Park	6310 Park Related Misc Expenses	1,790.00
08/15/24	10090	CliftonLarsonAllen LLP	06/16/24-07/15/24 Accounting Svcs	6152 Accounting	4,116.00
08/15/24	10091	Comcast	08/13/24-09/12/24 Svcs	6170 Utilities	339.83
08/15/24	10092	Dudek	06/29/24-07/26/24 Prof. Svcs	6151 General Manager	7,020.00
08/15/24	10093	Horizon Water and Environment LLC	Inv dtd 07/19/24	5130 Parks & Rec Professional Svcs	919.20
08/15/24	10094	Hue & Cry, Inc	Office repairs	6130 Office Maintenance & Repairs	162.59
08/15/24	10095	Jen Randle	07/18/24 GCSD	6040 Directors' Compensation	190.00
08/15/24	10096	Jill Grant	07/18/24 GCSD	6040 Directors' Compensation	190.00
08/15/24	10097	Kennedy Jenks	04/27/24-06/28/24 Svcs, Sum 200	6070 Engineering Services	3,889.60
08/15/24	10098	Kikuchi & Kankel Design Group	Prof Svcs through 07/31/24	5130 Parks & Rec Professional Svcs	12,162.50
08/15/24	10099	Matthew Clark	07/18/24 GCSD	6040 Directors' Compensation	190.00
08/15/24	10100	Nancy Marsh	07/18/24 GCSD	6040 Directors' Compensation	190.00
08/15/24	10101	Pacifica Community TV	07/18/24 GCSD	6180 Video Taping	400.00
08/15/24	10102	PG&E (Office #4277-7)	Office Inv dtd 07/23/24	6170 Utilities	60.20
08/15/24	10103	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 07/17/24	6170 Utilities	532.92
08/15/24	10104	Rodolfo Romero	August Cleaning	6130 Office Maintenance & Repairs	220.00
08/15/24	10105	San Mateo County Harbor District	Office Lease-Sep 2024	6120 Office Lease	5,050.00
08/15/24	10106	San Mateo Resource Conservation Dist	Burnham Strip	6310 Park Related Misc Expenses	4,336.70
08/15/24	10107	SDRMA	SDRMA Medical Benefit Premiums - September 2024	6062 Medical	4,991.78
08/15/24	10108	Sewer Authority Mid-Coastside	Aug 2024 Asmts	5010 SAM - General	161,758.05
08/15/24	10109	Steven Melo, Inc.	07/07/24-07/08/24 Weed Abatement	6135 Other Property Maint.	1,150.00
08/15/24	10110	US Bank Equipment Finance	Aug 2024 Svcs	6020 Copier lease	252.28
08/15/24	10111	Wittwer & Parkin	July 2024 Svcs	6090 Legal Services	7,875.00
<b>TOTAL \$</b>					<b>221,361.14</b>



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## Financial Statements

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Granada Community Services District  
June 2024

PRELIMINARY DRAFT

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PRELIMINARY DRAFT

# Financial Statements

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of June 30, 2024

<b>ASSETS</b>	<b>Jun 2024</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 192
Tri Counties Bank - Gen Op	46,669
Tri Counties Bank - Deposit	26,080
LAIF	248
CalTrust Liquidity Fund #0010	4,406,420
<b>Total Cash &amp; Equivalents</b>	<b>4,479,609</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	57,431
<b>Other Current Assets</b>	
Interest Receivable	9,818
Prepaid Expenses	10,175
Excess ERAF Receivable	238,642
<b>Total Other Current Assets</b>	<b>258,635</b>
<b>Total Current Assets</b>	<b>4,795,675</b>
<b>Fixed Assets</b>	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,169,703)
<b>Total Fixed Assets</b>	<b>7,568,382</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	5,036,039
ERAF 5% Retention Receivable	26,516
<b>Total Investments or Other Non-Current Assets</b>	<b>5,062,555</b>
<b>Total Non-Current Assets</b>	<b>12,630,937</b>
<b>Total Assets</b>	<b>17,426,612</b>
<b>DEFERRED OUTFLOWS OF RESOURCES - PENSION</b>	<b>132,940</b>

(Continued on next page)

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of June 30, 2024  
(Continued)

<b>LIABILITIES</b>	<b>Jun 2024</b>
<b>Accounts Payable</b>	
Accounts Payable	37,018
<b>Other Current Liabilities</b>	
Accrued Vacation	11,301
Deposits Payable	23,055
Due to AD	5,271
Payroll Liabilities	4,516
Recology-Delinquent Garbage Payable	39,984
<b>Total Other Current Liabilities</b>	<b>84,127</b>
<b>Total Current Liabilities</b>	<b>121,145</b>
<b>Other Non-Current Liabilities</b>	
Net Pension Liability	204,826
<b>Total Other Non-Current Liabilities</b>	<b>204,826</b>
<b>Total Non-Current Liabilities</b>	<b>204,826</b>
<b>Total Liabilities</b>	<b>325,971</b>
<b>DEFERRED INFLOWS OF RESOURCES - PENSION</b>	<b>11,953</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	7,568,382
Net Position - Unrestricted	9,653,246
<b>Total Net Position</b>	<b>\$ 17,221,628</b>

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Fiscal Year Ended June 30, 2024

Revenue	Jul - Jun 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
<b>Operating Revenue</b>				
Park Tax Allocation	\$ 880,779	\$ 920,000	\$ (39,221)	\$ 920,000
Sewer Service Charges-SMC	2,433,520	2,440,000	(6,480)	2,440,000
Sewer Service Charges-Pro-rated	10,321	-	10,321	-
AD OH Reimbursement	36,000	36,000	-	36,000
Recology Franchise Fee	46,184	45,000	1,184	45,000
<b>Total Operating Revenue</b>	<b>3,406,804</b>	<b>3,441,000</b>	<b>(34,196)</b>	<b>3,441,000</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	156,335	111,000	45,335	111,000
Net Incr.(Decr.) FV of Invstmnts	52,917	-	52,917	-
Connection Fees	27,025	38,000	(10,975)	38,000
SAM Refund from Prior Yr	-	1,000	(1,000)	1,000
ERAF Refund	530,316	400,000	130,316	400,000
Misc Income	3,611	6,000	(2,389)	6,000
Lease Revenue	60,000	60,000	-	60,000
<b>Total Non Operating Revenue</b>	<b>830,204</b>	<b>616,000</b>	<b>214,204</b>	<b>616,000</b>
<b>Total Revenue</b>	<b>4,237,008</b>	<b>4,057,000</b>	<b>180,008</b>	<b>4,057,000</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	1,119,385	1,068,645	50,740	1,068,645
SAM - Pass Through Costs	18,866	-	18,866	-
SAM - Collections	218,890	217,267	1,623	217,267
Depreciation Expense	297,752	-	297,752	-
Lateral Repairs	489	24,000	(23,511)	24,000
CCTV	-	15,000	(15,000)	15,000
Pet Waste Station	286	-	286	-
RCD - Parks	-	10,000	(10,000)	10,000
Half Moon Bay Reimb - Parks	-	31,000	(31,000)	31,000
Parks & Rec Professional Svcs	270,676	150,000	120,676	150,000
<b>Total Operations</b>	<b>1,926,344</b>	<b>1,515,912</b>	<b>410,432</b>	<b>1,515,912</b>
<b>Administration</b>				
Auditing	19,160	23,000	(3,840)	23,000
Copier lease	3,539	5,000	(1,461)	5,000
Directors' Compensation	8,670	10,000	(1,330)	10,000
Education & Travel Reimb	2,392	2,000	392	2,000
Employee Compensation	405,813	350,000	55,813	350,000
Engineering Services	67,472	30,000	37,472	30,000
Insurance	59,396	52,000	7,396	52,000
Legal Services	63,360	75,000	(11,640)	75,000
Memberships	7,980	9,900	(1,920)	9,900
Office Lease	58,350	64,000	(5,650)	64,000

(Continued on next page)

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Fiscal Year Ended June 30, 2024  
(Continued)

Administration (Continued)	Jul - Jun 2024	Expected to	Variance YTD	FY 2023/2024
		Date		Budget
Office Maintenance & Repairs	2,424	8,500	(6,076)	8,500
Other Property Maint.	3,155	-	3,155	-
Office Supplies	7,086	-	7,086	-
Professional Services	140,322	143,000	(2,678)	143,000
Publications & Notices	4,896	10,000	(5,104)	10,000
Utilities	14,594	16,000	(1,406)	16,000
Video Taping	4,800	5,000	(200)	5,000
Computers	8,024	8,000	24	8,000
Miscellaneous	7,239	9,000	(1,761)	9,000
Bank Service Charges	373	-	373	-
Park Related Misc Expenses	20,127	10,000	10,127	10,000
<b>Total Administration</b>	<b>909,172</b>	<b>830,400</b>	<b>78,772</b>	<b>830,400</b>
<b>Capital Projects</b>				
SSMP Costs	1,160	-	1,160	-
Medio Creek Xing/Mirada Sewer	1,310	-	1,310	-
6-yr CIP Phase 2	3,562	65,000	(61,438)	65,000
Mainline System Repairs	-	10,000	(10,000)	10,000
SAM - Infrastructure	582,852	666,750	(83,898)	666,750
<b>Total Capital Projects</b>	<b>588,884</b>	<b>741,750</b>	<b>(152,866)</b>	<b>741,750</b>
<b>Total Expenses</b>	<b>3,424,400</b>	<b>3,088,062</b>	<b>336,338</b>	<b>3,088,062</b>
<b>Change in Net Position</b>	<b>\$ 812,608</b>	<b>\$ 968,938</b>	<b>\$ (156,330)</b>	<b>\$ 968,938</b>
<b>Beginning Net Position</b>	<b>\$ 16,409,020</b>	<b>\$ 16,409,020</b>		<b>\$ 16,409,020</b>
<b>Ending Net Position</b>	<b>\$ 17,221,628</b>	<b>\$ 17,377,958</b>		<b>\$ 17,377,958</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: Leadership Corps Program – Leadership Council San Mateo County  
Date: August 15, 2024

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I am pleased to share that I will be attending the Leadership Corps Program offered by Leadership Council San Mateo County. The program meets once a month for 10 months and brings together leaders from nonprofit, business, and government sectors with a focus on civic engagement, cross-sector relationships, and enhancing leadership skills. Modules include topics such as Climate Resilience & Adaptation, Economic Development & Opportunity, and Healthy Communities. I look forward to gaining knowledge and increasing connections within San Mateo County to benefit the District.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Nancy Marsh, Board President  
Subject: MidCoast Community Council July 10, 2024 Meeting Report  
Date: August 15, 2024

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Following the Board's agreement for GCSD to make a presentation to the MidCoast Community Council regarding their comments on GCSD's IS/MND for Granada Community Park and Recreation Center, I was asked, as Board President, to join Tom Conroy and Chuck Duffy for a presentation at the July 10 MCC meeting. In preparation, I met with Chuck and Tom to plan the scope of the presentation and met again with Tom to review the development of his slide preparation. I did additional background work to be prepared to address questions or comments from the MCC regarding activities in which I was directly involved, e.g., the process and content of community outreach events for the project, the consideration of and ultimate decision not to include licensed childcare space within the recreation center, alternative approaches to providing early childcare education and development within public unlicensed recreation center space and additional community-serving opportunities for the recreation center.

At the July 10 MCC meeting, Tom made a formal presentation in response to the June 12 IS/MND comment letter from MCC. Tom, Chuck and I responded to various questions and comments from Council members which primarily focused on the concerns about loss of Hwy 1 parking due to the Caltrans project and reduced GCSD parking in the project plan, listened to various public comments regarding the IS/MND and other unrelated concerns, and answered any follow up questions from Council members. Overall preparation time was about 5 hours and attendance time at the meeting was 2 hours. A follow-up short briefing to the GCSD Board was made at the July 18 regular Board meeting and Tom's presentation was distributed to the Board and posted on GCSD's website under "Parks Services Documents and Resources."

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: July 13, 2024 to August 9, 2024
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: August 15, 2024

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

Table with 4 columns: Date, Requestor, Documents Requested, Response. Row 1: 07/15/24, C. Anderson, Audited Financial Statements, Account Summary FY23, List of District Contractors FY23 & Trial Balance FY23, 07/31/24

APPLICATIONS RECEIVED

There were three applications received this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Rows include ADU, VAR, and ADU applications with details on dates, owners, addresses, and square footage.

Shaded items were previously reported.

PERMITS ISSUED

There were four permits issued this period:

Table with 8 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Rows include permit numbers 3258, 3259, 3260, 3261, and 3262 with associated details.

Shaded items were previously reported.

SEWER HOOK-UPS

There were no new hook-ups this period.

SPECIAL NOTES:

The 2023 CalRecycle Electronic Annual Report (EAR) was filed on July 25, 2024. This report is filed by GCSO with support from Recology and the County of San Mateo Sustainability Department and summarizes the District’s waste management program, number of customers, educational outreach, as well as statistics on edible food recovery in the District.

GCSO submitted information for the Coastal Resilience Infrastructure Strategic Plan (CRISP) survey at the end of July with a focus on future needed repairs to the force main in Princeton.

