



# GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, April 16, 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><br/><b>Time: April 16, 2026 7:00 PM</b><br/><b>Pacific Time (US and Canada)</b></p> <p>Join Zoom Meeting<br/><a href="https://us02web.zoom.us/j/86574832288">https://us02web.zoom.us/j/86574832288</a><br/>Meeting ID: 865 7483 2288</p> | <p style="text-align: center;"><b>OR</b></p> <p>Dial by your location<br/>+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**

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| a. Report on Planned Recreation Program Events.                                       |                    |
| b. Update on Granada Community Park and Recreation Center.                            |                    |
| c. Proposal from CPM regarding Project/Construction Management.                       |                    |
| <b>2. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 General Budget.</b>     | 15                 |
| <b>Recommendation:</b> To be made by the Board.                                       |                    |
| <b>3. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 Collections Budget.</b> | 51                 |
| <b>Recommendation:</b> To be made by the Board.                                       |                    |
| <b>4. Consideration of Updated Sewer System Management Plan.</b>                      | 57                 |
| <b>Recommendation:</b> Approve the Updated Sewer System Management Plan.              |                    |
| <b>5. Engineer's Report.</b>  | 128                |
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## **CONSENT AGENDA**

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## **COMMITTEE REPORTS**

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

## **INFORMATION CALENDAR**

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| <b>14. Future Agenda Items.</b>              | 162 |

**ADJOURN REGULAR MEETING**

At the conclusion of March 19, 2026 Board Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2026-01

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Park and Recreation Activities  
Date: April 16, 2026

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

#### Past & Ongoing Events

- Wild Edible and Medicinal Plant ID Walk – 10 Participants
- Beginning Sewing (second session) – 8 students
- Introduction to Acrylics Painting (second session) – 6 students
- Chair Yoga on Wednesdays
- Sound Bath – monthly sessions
- Egg Hunt – approximately 150 kids – excellent feedback

#### Upcoming/Planned Events

- History Walk, April 19 at 10:00AM
- Recology Quarterly Recycling Day, April 18 from 8:00AM to Noon
- Springfest with SMC Parks, April 25 from 11:00AM to 2:00PM
- Nature Walk, May 3 at 10:00AM
- Deer Creek Walk, June 14 at 10:00AM

### **Update on Granada Community Park and Recreation Center:**

Updated drawings from BKF, Group 4, and KCRH are under final plan review and the Biological Resources Assessment is close to completion. AMG (traffic consultant) has completed collection of weekday traffic data and parking occupancy data and is reviewing possible additional roadways for evaluation. Their analysis should be finished around the middle of May. It is anticipated that the Coastal Development Permit Application will be submitted in late May.

### **Consideration of Proposal Capital Program Management:**

Attached for Board review is a proposal from Capital Program Management (CPM) to take over Project Management of the Granada Community Park and Recreation Center Project. As project needs turn toward researching financing mechanisms and putting together requests for proposals for construction and construction management, staff feels having the resources and experience of a larger firm will be beneficial to the project's overall success.

April 10, 2026

Chuck Duffy  
General Manager  
Granada Community Services District  
504 Avenue Alhambra, 3<sup>rd</sup> Floor  
El Granada, CA 94018

Subject: Proposal & Letter of Engagement  
Implementation Plan & Additional Pre-Construction Services  
Granada Community Park and Recreation Center Project

Dear Mr. Duffy,

Capital Program Management, Inc., ("CPM"), is pleased to provide to the Granada Community Services District ("GCSD") our Proposal and Letter of Engagement to develop an Implementation Plan and provide Additional Pre-Construction Services for the Granada Community Park and Recreation Center project, with the terms set forth below.

The general description of the Scope of Services that may be required under this engagement are described in Exhibit "A". Note that the GCSD may choose to perform any of the tasks to minimize costs and CPM will only perform those tasks desired by the GCSD.

CPM represents that it is skilled in performing work of a similar nature and will perform its work in accordance with the applicable professional standard of care. CPM will commence its work promptly and shall continue until April 30, 2027, or until notified by you that CPM's services are no longer required, or until the engagement is suspended or terminated by CPM as provided in Exhibit "C", Standard Terms.

CPM shall be compensated for performance of the Services based upon hours actually expended in performing the Services at the rates established in Exhibit "B" for an estimated fee budget of One Hundred Forty-eight Thousand Dollars (\$148,000) together with actual expenses incurred. Reimbursable expenses shall include those stated in the Standard Terms attached as Exhibit "C". The Standard Terms, along with the terms set forth in this letter shall constitute the entire agreement for our Services.

Please review this letter and, if acceptable, sign and return a copy to us. We are excited at the prospect of working with the Granada Community Services District on this project.

Sincerely,

CAPITAL PROGRAM MANAGEMENT, INC.



Mike Wassermann, AIA, LEED-AP  
President

The undersigned hereby approves the foregoing agreement for professional services comprised of this letter, its exhibits and the accompanying Standard Terms.

Client Name:  
Granada Community Services District

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Encl.: Exhibit A – Scope of Services  
Exhibit B – Hourly Rate Table  
Exhibit C – Standard Terms  
Exhibit D – Estimated Fee Budget

## EXHIBIT "A"

### Scope of Services

## GRANADA COMMUNITY PARK AND RECREATION CENTER PROJECT

### IMPLEMENTATION PLAN

#### 1. Purpose & Objectives

CPM will develop a comprehensive Implementation Plan for the Granada Community Park and Recreation Center Project. This plan will serve as a strategic roadmap to guide the District through the successful delivery of the project. It will define the project's scope, schedule, budget, and logistical framework, ensuring alignment with the District's goals and providing a clear path from planning through execution.

The Implementation Plan will be developed to achieve the following objectives:

- Confirm project goals, operational needs, and overall scope requirements
- Develop a master schedule identifying key milestones, sequencing, and phasing considerations
- Prepare a comprehensive logistics plan to support efficient project execution
- Establish a preliminary project budget and identify anticipated cash flow requirements
- Identify and evaluate potential funding strategies
- Assess project delivery methods and recommend the optimal procurement approach
- Define project governance, roles, responsibilities, and approval processes
- Develop a communication plan, reporting structure, and project controls framework

#### 2. Implementation Plan Approach

CPM will lead the development of the Implementation Plan through a phased approach that organizes the work into key planning and decision-making steps.

##### Phase 1 – Project Initiation and Discovery

This phase focuses on validating and confirming the project vision, goals, and baseline requirements. Building upon the District's existing efforts, CPM will review and align key information to ensure a shared understanding and position the project for successful implementation.

- Facilitate a kickoff meeting with District leadership, the project team, and key stakeholders
- Review and validate existing project documentation, studies, site data, and planning materials
- Confirm project vision, community priorities, operational needs, and success criteria
- Refine project scope assumptions, desired amenities, and performance objectives

## **Phase 2 – Documentation and Site Analysis**

This phase will provide the evaluation and analysis of the documentation provided under phase 1.

- Coordinate and oversee any required specialty consultants, such as survey, geotechnical, utility, and hazardous materials
- Review site access, utilities, topography, existing conditions, and infrastructure constraints
- Identify entitlement, permitting, and environmental review status and requirements
- Assess site development opportunities and constraints affecting implementation

## **Phase 3A – Financial Planning and Budget Validation**

CPM will build upon the District’s prior efforts by providing an independent review and validation of financial information to ensure accuracy, transparency, and fiscal readiness.

- Validate existing cost estimates and budget assumptions
- Evaluate budget alignment with project scope and priorities
- Refine the project budget, including escalation and contingencies
- Assess cash-flow and funding requirements
- Review available and potential funding sources

## **Phase 3B – Schedule Validation and Phasing Strategy**

This phase will be conducted concurrently with other Phase 3 activities and focuses on validating and refining the project schedule to establish a realistic and achievable implementation timeline. Building upon the District’s existing work, CPM will confirm assumptions and ensure alignment with project goals.

- Review and validate the existing project schedule from planning through construction closeout
- Confirm key milestones and critical path activities
- Evaluate and refine potential phasing strategies, as required
- Identify schedule risks, long-lead items, and dependencies
- Align the schedule with funding, operational needs, and regulatory approvals.

## **Phase 3C – Delivery Method and Procurement Strategy**

This phase would be concurrent with all of the Phase 3 activities and defines the recommended method for moving the project through design and construction.

- Evaluate appropriate delivery methods options based on project size, complexity, schedule, and risk
- Delivery method evaluation

## Phase 4 – Governance, Controls, and Reporting

This phase establishes and refines the framework for decision-making, communication, and project oversight. Building upon the District’s existing structures, CPM will validate and enhance governance protocols to ensure clarity, accountability, and effective project delivery.

- Review and confirm the project governance structure, including roles and responsibilities
- Establish and refine approval processes and communication protocols
- Recommend document control and reporting procedures aligned with best practices
- Define Board, committee, and public reporting expectations
- Develop a framework for ongoing project updates, including budget, schedule, and issue tracking

### 3. Final Implementation Plan Deliverable

At the conclusion of the effort, CPM will provide a consolidated Implementation Plan document that includes:

- Executive summary
- Confirmed project goals and scope parameters
- Site and feasibility findings
- Environmental and permitting overview
- Conceptual budget and funding considerations
- Master schedule and milestone roadmap
- Delivery method and procurement recommendations
- Governance structure and project controls framework
- Key risks, constraints, and recommended next steps

### 4. Proposed Timeline

A typical Implementation Plan effort can generally be completed within approximately **3 to 6 months**, depending on the availability of background information, stakeholder input, consultant coordination, and District review timelines.

## ADDITIONAL PRE-CONSTRUCTION SERVICES

### 1. Permitting and Entitlements

This phase focuses on securing the necessary approvals to proceed with construction in compliance with all regulatory requirements.

### 2. Coastal Development Permit (CDP)

- Confirm Coastal Zone jurisdiction and permitting requirements
- Coordinate with the local jurisdiction or Coastal Commission
- Prepare and submit the Coastal Development Permit application

- Facilitate technical studies and supporting documentation, as required
- Coordinate with consultants to address environmental and planning requirements
- Respond to agency comments and manage revisions
- Support public hearings and stakeholder coordination, if required
- Track permit status through approval and obtain final CDP clearance

### **3. Building Permit**

- Coordinate with the Architect and consultants to prepare permit-ready documents
- Facilitate constructability and quality control reviews prior to submittal
- Submit plans to the City Building Department
- Coordinate with plan check reviewers and regulatory agencies
- Manage and respond to plan check comments
- Track resubmittals and approvals through permit issuance
- Verify compliance with CDP conditions and regulatory requirements
- Obtain final building permit approval

### **4. Procurement (Bid and Award)**

This phase ensures a transparent and competitive procurement process in accordance with public contracting requirements.

- Develop a procurement strategy and bidding schedule
- Prepare front-end specifications and bid documents
- Coordinate with legal counsel to ensure compliance with Public Contract Code
- Advertise the project and manage bidder outreach
- Conduct pre-bid meetings and site walks
- Respond to Requests for Information (RFIs) and issue addenda
- Coordinate preparation of engineer's estimates
- Receive and evaluate bids for responsiveness and responsibility
- Prepare bid analysis and recommendation for award
- Support board approval and contract execution
- Coordinate issuance of the Notice to Proceed (NTP)

**EXHIBIT "B"**

**SCHEDULE OF RATES FOR PERSONNEL COSTS**

**Granada Community  
Services District**

**Schedule of Hourly Rates**

|                                   |                                       | 2026  | 2027  |
|-----------------------------------|---------------------------------------|-------|-------|
| PIC                               | President                             | \$231 | \$238 |
|                                   | Vice President                        | \$231 | \$238 |
|                                   | Principal-In-Charge                   | \$231 | \$238 |
| Program & Construction Management | Program Director                      | \$231 | \$238 |
|                                   | Senior Construction/Project Manager   | \$231 | \$238 |
|                                   | Construction/Project Manager          | \$205 | \$211 |
|                                   | Assistant Construction/Project        | \$178 | \$183 |
|                                   | Field Engineer/Program Coordinator II | \$157 | \$162 |
|                                   | Field Engineer/Program Coordinator I  | \$112 | \$115 |
|                                   | Senior Estimator                      | \$204 | \$210 |
|                                   | Estimator                             | \$182 | \$187 |
|                                   | Administrative Support / Clerical     | \$67  | \$69  |
| Budget & Accounting               | Director of Budget & Accounting       | \$231 | \$238 |
|                                   | Budget & Accounting Manager           | \$215 | \$221 |
|                                   | Senior Budget Analyst                 | \$205 | \$211 |
|                                   | Budget Analyst                        | \$157 | \$162 |
|                                   | Asst. Budget Analyst                  | \$118 | \$122 |
| Contract Management               | Director of Contract Management       | \$231 | \$238 |
|                                   | Senior Contract Manager               | \$215 | \$221 |
|                                   | Contract Manager                      | \$205 | \$211 |
|                                   | Contract Administrator                | \$178 | \$183 |
|                                   | Assistant Contract Administrator      | \$118 | \$122 |

Reimbursable Expenses\* - 5% markup

\* Note that the only pre-approved reimbursable expenses are for reprographics and postage. All other reimbursable expenses must have District's prior approval.

There are no reimbursable travel expenses and no charge for time while traveling.

**EXHIBIT "C"**  
**STANDARD TERMS**

**1. Effective Date**

The Agreement becomes effective after you sign it and return it to Capital Program Management (CPM). When signed, and returned, the Agreement will be retroactive to the date we first performed services on your behalf. If we have performed professional services at your request while waiting for you to sign and return this Agreement, you will still be required to pay for those services even if you decide not to sign and return this Agreement.

**2. Reimbursable Costs**

We will incur on your behalf various costs and expenses in performing professional services under this Agreement. CPM will not bill for miscellaneous expenses such as photocopying, travel, out-of-town lodging and meals. Express delivery and other potential reimbursable items will appear on your monthly statement as separate items if applicable and approved in advance.

All costs and expenses are billed at cost plus 5%. In some instances, invoices for outside services will be sent directly to you for payment. You agree to pay the costs itemized on your statements in addition to the hourly fees.

**3. Billing Statements**

We will send you statements on a regular basis for fees and costs incurred. In the usual case those statements are sent to you once a month and they reflect the work performed, the date of the work, the amount of time spent, and the identity of the person(s) performing the work along with a detail of the costs CPM has incurred on your behalf. Payment of each statement will be due within 30 days of the statement date.

**4. Indemnification**

Each party shall defend, indemnify and hold the other party, its officers, employees and agents harmless from and against any and all liability, loss, expense including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, employees, or subcontractors.

**5. Insurance**

CPM shall have in effect during the entire term of this Agreement workers' compensation and employer liability insurance providing full statutory coverage.

In addition, CPM shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect CPM and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by CPM, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Further, CPM agrees to maintain comprehensive general liability insurance as indicated below and throughout the course of this Agreement. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

|                                     |                                   |             |
|-------------------------------------|-----------------------------------|-------------|
| <input checked="" type="checkbox"/> | Comprehensive General Liability   | \$1,000,000 |
| <input checked="" type="checkbox"/> | Motor Vehicle Liability Insurance | \$1,000,000 |
| <input checked="" type="checkbox"/> | Professional Liability            | \$1,000,000 |

The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of San Gabriel Valley Mosquito & Vector Control District before its own insurance or self-insurance shall be called upon to protect it as a named insured.

**6. Client’s Duties**

You agree to be truthful with us, to cooperate, to keep us informed of developments that relate to our services, to abide by this Agreement, to pay our bills on time, and to keep us advised of your current address, telephone number and e-mail address.

You also agree to respond promptly, fully and accurately to requests for information or documents and to other requests for assistance made by CPM.

**7. Termination**

You may discharge us at any time. We may withdraw with your consent or for good cause, subject to an obligation to give you reasonable notice to arrange an alternate company offering similar services. Good cause includes your breach of this Agreement, refusal to cooperate with us or follow our advice on a material matter, or any fact or circumstance that would render our continuing services unlawful or unethical.

We will notify you in writing when our services are concluded. After our services are concluded, we will, upon your request, deliver your file to you, along with all property of yours in our possession.

**8. Entire Agreement**

This statement of standard terms and the letter to which it is attached constitutes the entire agreement between you and CPM. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

**9. Severability**

If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and will remain in effect.

**10. Modification**

This Agreement may be modified by subsequent amendment(s) between you and CPM only by a writing signed by both parties.

**11. California Law**

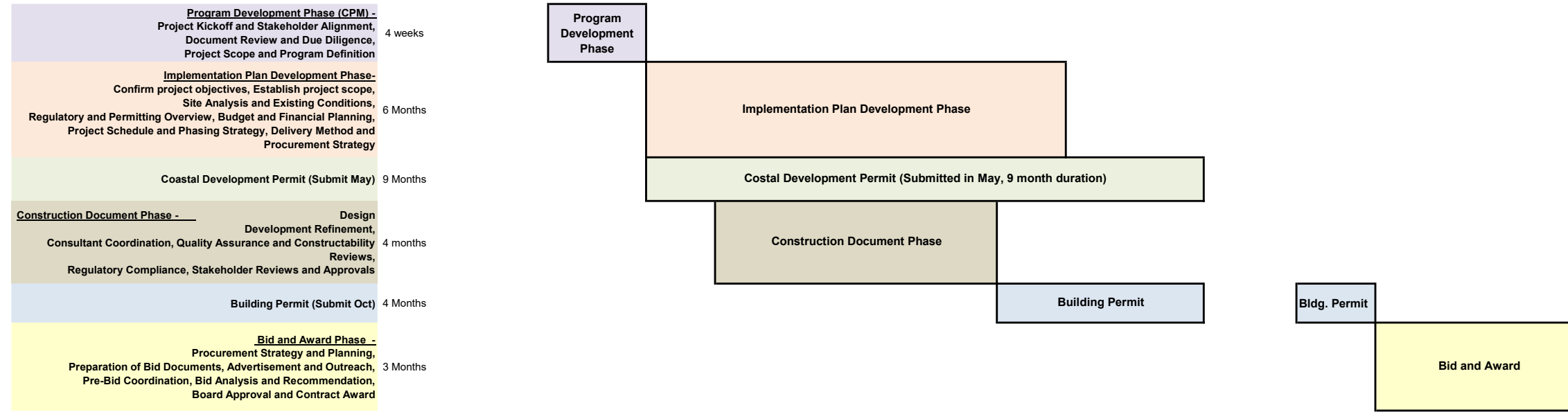
This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the San Mateo County.

**12. Negotiated Agreement**

The scope of CPM’s services in this matter is fully set forth in the letter which accompanies this Agreement as are any additional terms relating to those services.

Granada Community Services District  
**GRANADA COMMUNITY PARK AND RECREATION CENTER PROJECT**  
**Estimated Fee Budget – Pre-Construction Services**

This Estimated Fee Budget includes services for design, permitting (including Coastal Development and Building Permits, as applicable), and bid and award. Construction phase services, including construction management and administration, are excluded and may be authorized under a separate agreement.



| Positions / Name                              | Annual Rate Schedule |       | Year 2026 |          |           |           |           |           |          |          |          |           | Total 2026 | Year 2027 |           |           |           | Total 2027 | Total Proposal |
|---|----------------------|-------|-----------|----------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------|------------|-----------|-----------|-----------|-----------|------------|----------------|
|   | 2026                 | 2027  | Apr-26    | May-26   | Jun-26    | Jul-26    | Aug-26    | Sep-26    | Oct-26   | Nov-26   | Dec-26   | Jan-27    |            | Feb-27    | Mar-27    | Apr-27    |           |            |                |
|   |                      |       | Proposed  | Proposed | Proposed  | Proposed  | Proposed  | Proposed  | Proposed | Proposed | Proposed | Proposed  |            | Proposed  | Proposed  | Proposed  |           |            |                |
| <b>Planning &amp; Program Management</b>      |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>President</b>                              |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Mike Wassermann</b>                        | \$231                | \$238 | 8.0       | 8.0      | 12.0      | 12.0      | 12.0      | 12.0      | 8.0      | 8.0      | 8.0      | 88.0      | 8.0        | 8.0       | 8.0       | 8.0       | 32.0      | 120.0      |                |
|   |                      |       | \$ 1,848  | \$ 1,848 | \$ 2,772  | \$ 2,772  | \$ 2,772  | \$ 2,772  | \$ 1,848 | \$ 1,848 | \$ 1,848 | \$ 20,328 | \$ 1,904   | \$ 1,904  | \$ 1,904  | \$ 1,904  | \$ 7,616  | \$ 27,944  |                |
| <b>Senior Construction / Project Manager</b>  |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Vanessa Rodriguez</b>                      | \$231                | \$238 | 16.0      | 20.0     | 28.0      | 28.0      | 28.0      | 28.0      | 20.0     | 20.0     | 16.0     | 204.0     | 16.0       | 26.0      | 26.0      | 26.0      | 94.0      | 298.0      |                |
|   |                      |       | \$ 3,696  | \$ 4,620 | \$ 6,468  | \$ 6,468  | \$ 6,468  | \$ 6,468  | \$ 4,620 | \$ 4,620 | \$ 3,696 | \$ 47,124 | \$ 3,808   | \$ 6,188  | \$ 6,188  | \$ 6,188  | \$ 22,372 | \$ 69,496  |                |
| <b>Assistant Construction/Project Manager</b> |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Micaela De Poi</b>                         | \$178                | \$183 | 4.0       | 8.0      | 10.0      | 10.0      | 10.0      | 10.0      | 8.0      | 8.0      | 8.0      | 76.0      | 8.0        | 10.0      | 10.0      | 10.0      | 38.0      | 114.0      |                |
|   |                      |       | \$ 712    | \$ 1,424 | \$ 1,780  | \$ 1,780  | \$ 1,780  | \$ 1,780  | \$ 1,424 | \$ 1,424 | \$ 1,424 | \$ 13,528 | \$ 1,464   | \$ 1,830  | \$ 1,830  | \$ 1,830  | \$ 6,954  | \$ 20,482  |                |
| <b>Senior Estimator</b>                       |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Jeff Threet</b>                            | \$204                | \$210 | -         | 8.0      | 2.0       | -         | -         | -         | 4.0      | 4.0      | -        | 18.0      | -          | 4.0       | 4.0       | -         | 8.0       | 26.0       |                |
|   |                      |       | \$ -      | \$ 1,632 | \$ 408    | \$ -      | \$ -      | \$ -      | \$ 816   | \$ 816   | \$ -     | \$ 3,672  | \$ -       | \$ 840    | \$ 840    | \$ -      | \$ 1,680  | \$ 5,352   |                |
| <b>Administrative Support / Clerical</b>      |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Marissa Crisosto</b>                       | \$67                 | \$69  | -         | 2.0      | 2.0       | 2.0       | 2.0       | 2.0       | 2.0      | 2.0      | -        | 12.0      | -          | 2.0       | 2.0       | -         | 4.0       | 16.0       |                |
|   |                      |       | \$ -      | \$ 134   | \$ 134    | \$ 134    | \$ 134    | \$ 134    | \$ 134   | \$ 2     | \$ -     | \$ 806    | \$ -       | \$ 138    | \$ 138    | \$ -      | \$ 276    | \$ 1,082   |                |
|   |                      |       | 28.0      | 46.0     | 54.0      | 52.0      | 52.0      | 52.0      | 42.0     | 40.0     | 32.0     | 398.0     | 32.0       | 50.0      | 50.0      | 44.0      | 176.0     | 574.0      |                |
|   |                      |       | \$ 6,256  | \$ 9,658 | \$ 11,562 | \$ 11,154 | \$ 11,154 | \$ 11,154 | \$ 8,842 | \$ 8,710 | \$ 6,968 | \$ 85,458 | \$ 7,176   | \$ 10,900 | \$ 10,900 | \$ 9,922  | \$ 38,898 | \$ 124,356 |                |
| <b>Budget and Accounting</b>                  |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Director of Budget &amp; Accounting</b>    |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Tim Doane</b>                              | \$231                | \$238 | -         | -        | 4.0       | 1.0       | 1.0       | 2.0       | -        | 2.0      | -        | 10.0      | -          | 2.0       | -         | 2.0       | 4.0       | 14.0       |                |
|   |                      |       | \$ -      | \$ -     | \$ 924    | \$ 231    | \$ 231    | \$ 462    | \$ -     | \$ 462   | \$ -     | \$ 2,310  | \$ -       | \$ 476    | \$ -      | \$ 476    | \$ 952    | \$ 3,262   |                |
| <b>Senior Budget Analyst</b>                  |                      |       |           |          |           |           |           |           |          |          |          |           |            |           |           |           |           |            |                |
| <b>Dagnes Sutherland</b>                      | \$205                | \$211 | -         | -        | 8.0       | 2.0       | 2.0       | 2.0       | 2.0      | 2.0      | 2.0      | 20.0      | 2.0        | 2.0       | 2.0       | 2.0       | 8.0       | 28.0       |                |
|   |                      |       | \$ -      | \$ -     | \$ 1,640  | \$ 410    | \$ 410    | \$ 410    | \$ 410   | \$ 410   | \$ 410   | \$ 4,100  | \$ 422     | \$ 422    | \$ 422    | \$ 422    | \$ 1,688  | \$ 5,788   |                |
|   |                      |       | -         | -        | 12.0      | 3.0       | 3.0       | 4.0       | 2.0      | 4.0      | 2.0      | 30.0      | 2.0        | 4.0       | 2.0       | 4.0       | 12.0      | 42.0       |                |
|   |                      |       | \$ -      | \$ -     | \$ 2,564  | \$ 641    | \$ 641    | \$ 872    | \$ 410   | \$ 872   | \$ 410   | \$ 6,410  | \$ 422     | \$ 898    | \$ 422    | \$ 898    | \$ 2,640  | \$ 9,050   |                |
|   |                      |       | 28.0      | 46.0     | 66.0      | 55.0      | 55.0      | 56.0      | 44.0     | 44.0     | 34.0     | 428.0     | 34.0       | 54.0      | 52.0      | 48.0      | 188.0     | 616.0      |                |
|   |                      |       | \$ 6,256  | \$ 9,658 | \$ 14,126 | \$ 11,795 | \$ 11,795 | \$ 12,026 | \$ 9,252 | \$ 9,582 | \$ 7,378 | \$ 91,868 | \$ 7,598   | \$ 11,798 | \$ 11,322 | \$ 10,820 | \$ 41,538 | \$ 133,406 |                |

SubTotal: \$ 133,406  
 10% Contingency: \$ 13,341  
**TOTAL: \$ 146,747**  
 Rounded: \$ 148,000



# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors  
 From: Chuck Duffy, General Manager  
 Subject: SAM Draft General Budget for Fiscal Year 2026/27  
 Date: April 16, 2026

Attached for your board’s review is the SAM draft budget and staff report for FY 2026/27 as approved for circulation at the March 9, 2026 SAM board meeting. The proposed SAM Total Budget shows an overall increase of 15% over the previous year’s budget.

However, since the Infrastructure portion of the total budget can fluctuate greatly each year, I generally focus our attention on the Operating Budget, which doesn’t include Infrastructure. That O&M budget shows an increase as outlined below of \$877,859, a substantial increase over the prior fiscal year. The bulk of that increase is made up of an additional \$263,338 in personnel costs, and \$404,259 in additional O&M equipment repair costs that were formerly funded by money that had been allocated to the Infrastructure CIP program.

### SAM Division Budgets by Fiscal Year

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

While the 14% increase in the O&M Budget is substantial, the main issue in this year's SAM budget is the SAM Montara forcemain project, a \$12-\$13 million project mandated by a judicial consent decree between SAM and the Ecological Rights Foundation (ERF) signed in 2019 which we have discussed at length in prior board meetings. There are 3 main issues and decisions in front of your board tonight related to this year's SAM budget process:

- 1. GCSO Resolution of Approval for the SAM General Budget.**
- 2. FY 2026/27 Budget for funding the SAM Montara Forcemain replacement.**
- 3. Communication from GCSO staff to SAM outlining our issues in writing.**

I'll discuss these issues one-by-one below.

- 1. GCSO Resolution of approval for the SAM General Budget** – There has been a great deal of discussion amongst staff and this board over the past several months regarding SAM using member agency approved and budgeted infrastructure funds to pay for large cost overruns on previous year's projects, as well as using those infrastructure funds to pay for yearly overages in general O&M at the plant.

According to the SAM quarterly financials as of December 31, 2025, SAM has collected \$15.2 million from the member agencies in the last 5 years for Infrastructure/CIP projects. They have spent \$10.8 million of those funds collected on CIP projects, with many of them still not complete. That leaves a difference of \$4.4 million in funds collected for CIP that were used to fund O&M overages over the past 5 years. This issue first came to our attention late last year when we discovered that of the \$3.0 million the member agencies provided to SAM in FY 2024/25 for the SAM Montara forcemain project, only \$500,000 was spent on that project. Another \$500,000 was spent on O&M overages, and the remaining \$2.0 million was spent on sometimes drastically over budget CIP projects. This same issue is occurring during this current FY 2025/26.

SAM management has previously stated that they are allowed to reallocate specifically approved budgeted funds as they see fit based on a SAM resolution passed in the 2004, but this runs completely contrary to the JPA agreement, and to the budget approval process by the member agencies. If SAM indeed had complete discretion over the use of funds from the member agencies, what is the purpose of the member agencies approving a budget in the first place? Reallocating minor amounts of funds amongst individual line items in the O&M budget is completely different than using 82% of the funds collected for the SAM Montara forcemain for other purposes.

As such, staff recommends incorporating language in any resolution to approve the SAM General Budget that states that infrastructure funding can only be spent on those projects specifically identified in the budget, and cannot be allocated to other projects or general O&M.

- 2. FY 2026/27 Budget for funding the SAM Montara Forcemain replacement** – Currently, the draft FY 2026/27 SAM budget has a placeholder of \$3.65 million for the SAM Montara forcemain. This number is supposedly based upon the projected current and past 3 year budget for the project. However, as outlined above, of the \$6.5 million collected by SAM during the past two years for the SAM Montara forcemain, only \$1.5 million has been spent on the project; the remainder has been spent elsewhere. SAM management has stated that the project will be completed by June of 2027 and will cost closer to \$12-\$13 million in the coming year. An estimate of the cost will not be known until sometime in May when the design-build firm under contract with SAM will provide their estimate to construct the project. Therefore, the member agencies will be required to come up with their respective share of the \$12-\$13 million project cost in the coming fiscal year. SAM has suggested that upon learning that cost estimate, the member agencies can either move forward and approve the design/build estimate, or can put the project out to public bid. In the second scenario, it could be multiple months before bid and contract documents are prepared, bids are solicited, a construction firm is contracted with, and work begins. In either case, SAM would need to submit a mid-year budget “adjustment” to the member agencies to fund the project. At issue here are 3 options for you board: 1) recommend approving the \$3.5 million in funding for the SAM Montara forcemain as a placeholder and as circulated by SAM in their proposed budget; 2) request that SAM budget for the entire \$12-\$13 million cost of the project in the FY 2026/27 budget instead of the \$3.5 million placeholder; or 3) request that SAM budget for the other 3 projects contained in the Infrastructure budget (\$600,000 dollars), and hold off on approving a budget for the SAM Montara forcemain until more information and better cost estimates are known. Staff, in conjunction with discussions with Directors Dye and Marsh, are recommending that GCSD not approve funding for the SAM Montara Force Main until a final bid, complete project estimate, and design/build or public bidding process have been approved for circulation by the SAM board. At that time, SAM will provide a budget amendment for the fiscal year 2026/27 that includes the full cost of the force main project.
- 3. Communication from GCSD to SAM outlining our issues in writing** – Finally, direct staff to communicate your board’s direction on the budget and the budget process to SAM management and the other member agencies to ensure mutual understanding of the forthcoming proposed budget resolution and to request a revised budget that removes funding for the SAM force main in Montara until final estimates to complete the work are received.

In summary, I have presented this proposed SAM budget to your board for initial review and input, with no approval recommended at this meeting, just the actions outlined above.



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

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

**Executive Summary**

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

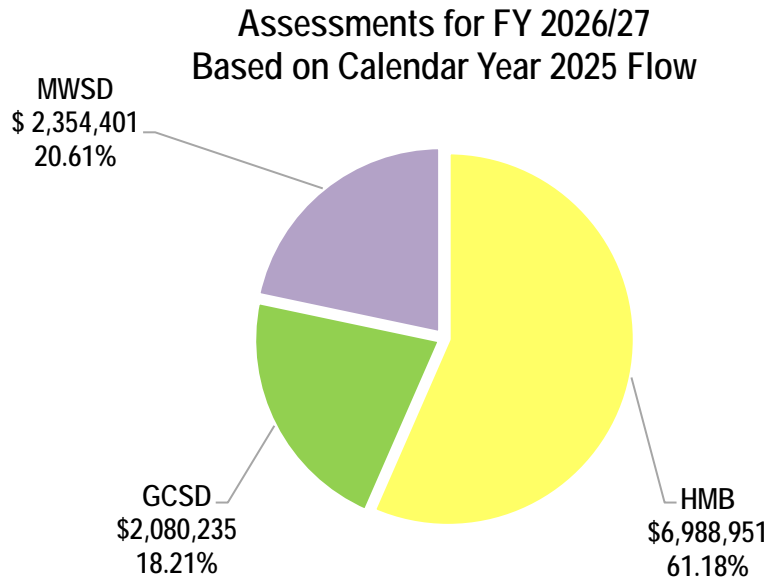
**Fiscal Impact**

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

**Assessments for Each Member Agency**

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

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



**Strategic Plan Compliance**

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

**Background and Discussion/Report**

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

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

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

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

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

**Budget Overview**

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

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

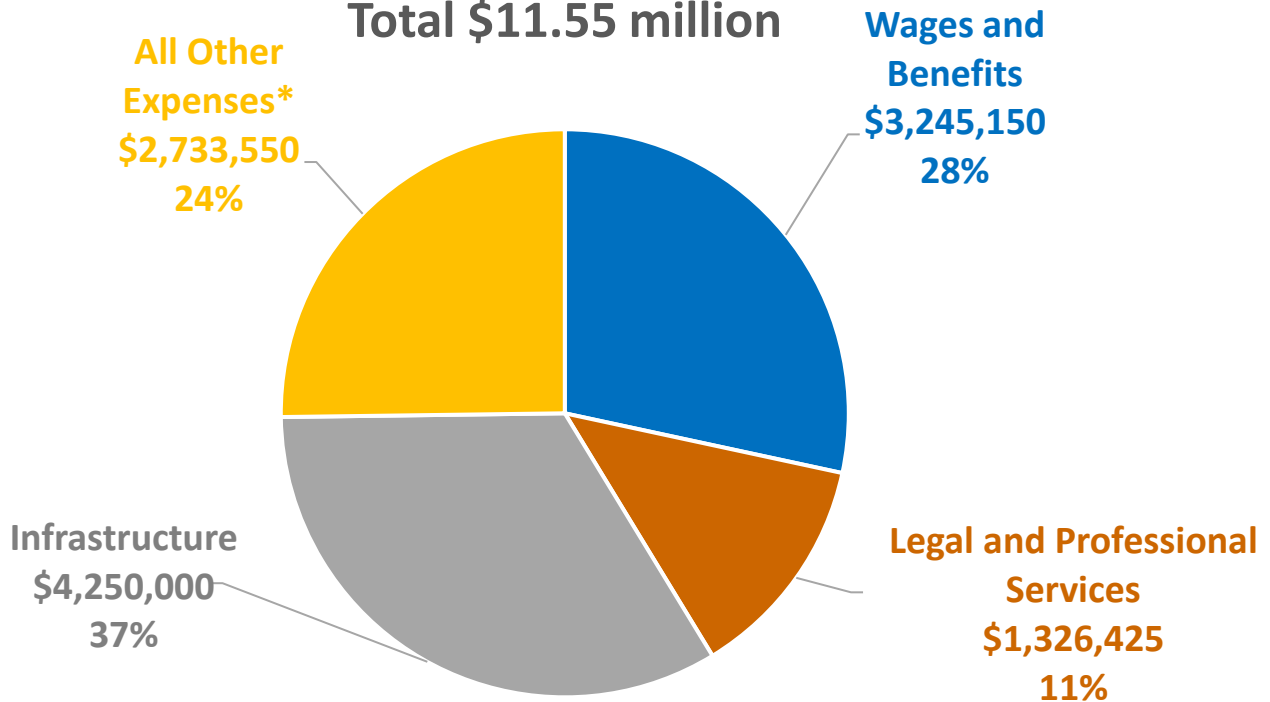
Of the total General Budget, \$3.24 million (28%) is for Wages and Benefits. The cost of Infrastructure improvements is \$4.25 million (37%). Legal, Engineering and Professional Services is \$1.33 million (11%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors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

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

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

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



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

**Significant Budget Changes**

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

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

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

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

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

**Detail Changes in Expenses**

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

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

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

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

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

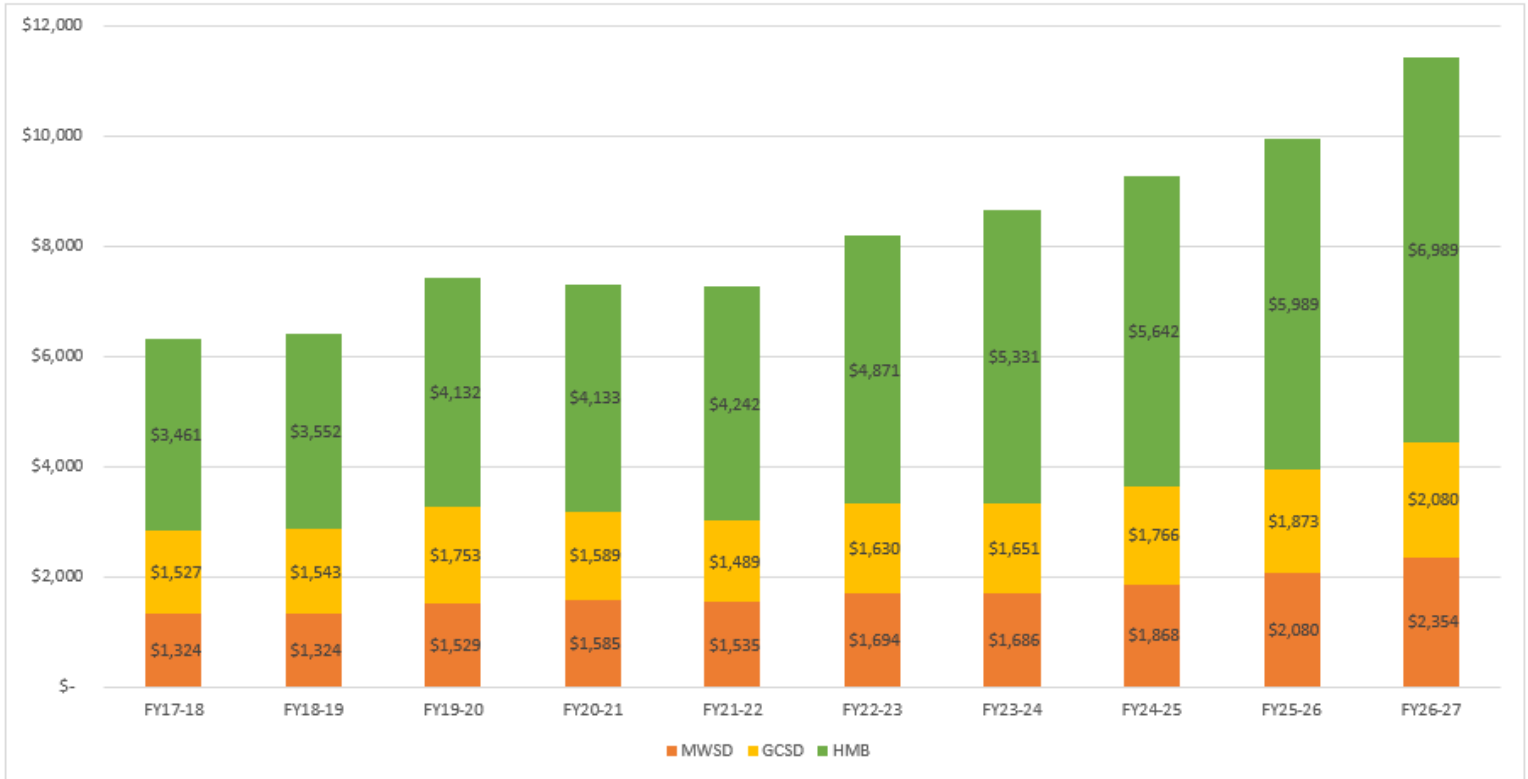
- RVE Accounting, financial & accounting services: As Needed.
  - Alpha Analytical Laboratories, essential lab services: As Needed.
  - Peninsula Pump, handles pump repair, generally an emergency repair: As Needed.
  - Precision IT, computer equipment maintenance: IT support as and when needed.
11. Professional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

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

**Revenue Allocation**

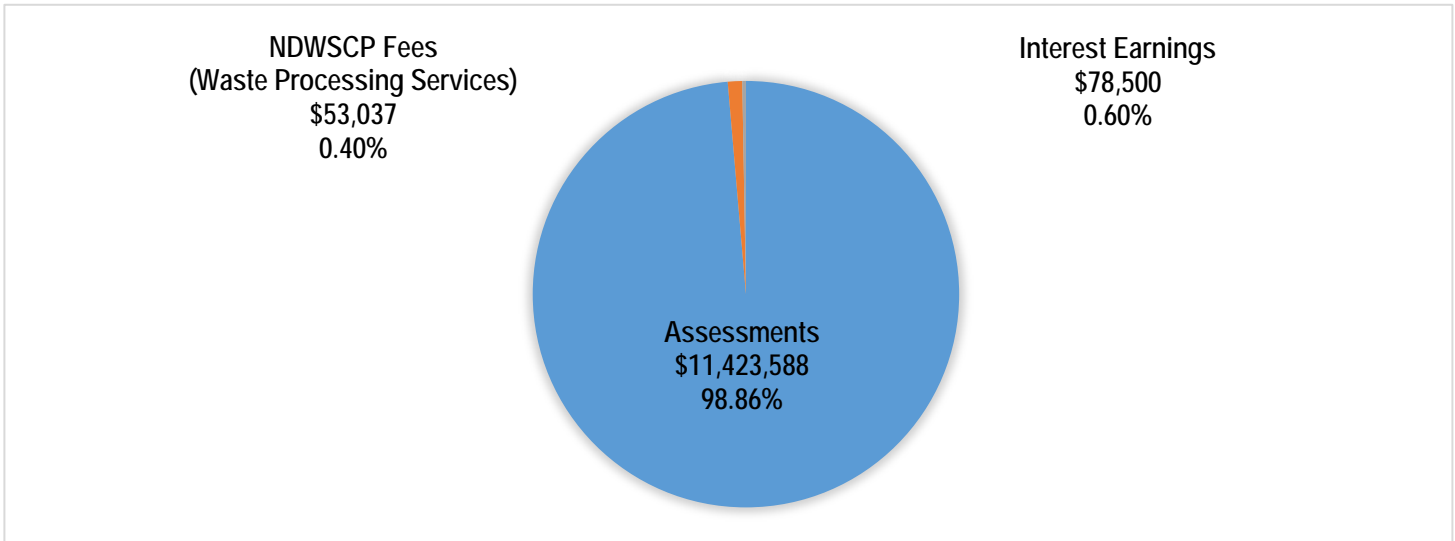
Of the total O&M revenue, the majority (98.86%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



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

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



**Staff Recommendation**

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

**Supporting Documents**

Attachment A: SAM General Budget for FY 2026/27

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



General Budget  
Fiscal Year 2026/27

## OPERATIONS BUDGET



## EXECUTIVE SUMMARY

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

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

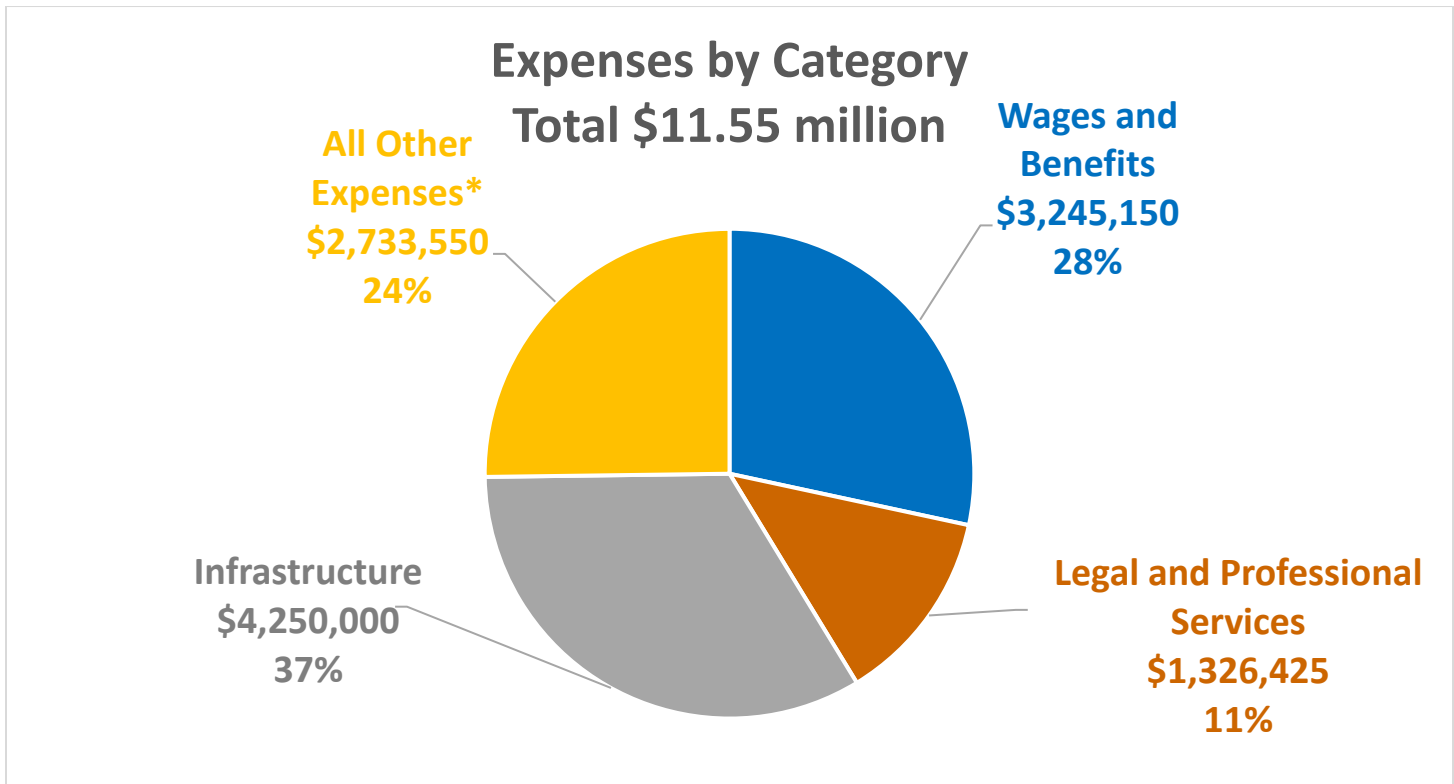
### JPA Income & Expenses – General Budget

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

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

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

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



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

## Division Budgets by Fiscal Year

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

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

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

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

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

### BUDGET ALLOCATION AND ASSESSMENTS

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

#### Flow Results for Budget Allocations\*

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

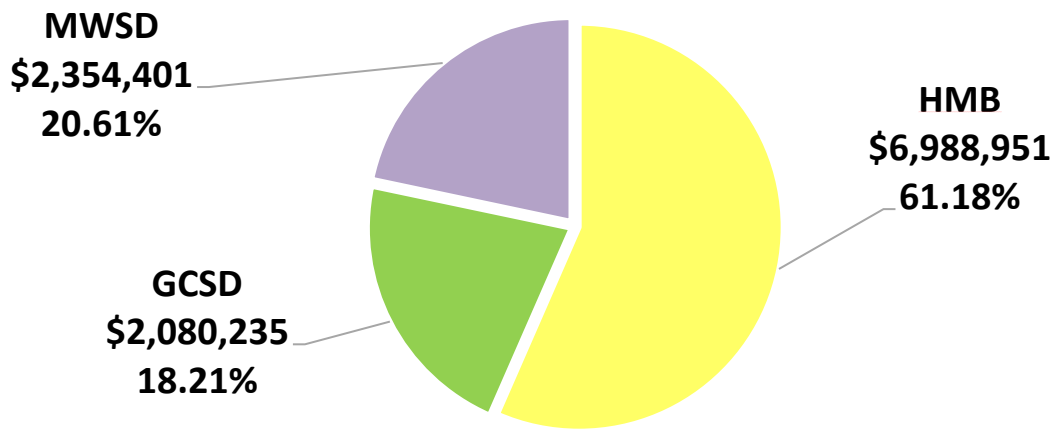
\* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

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

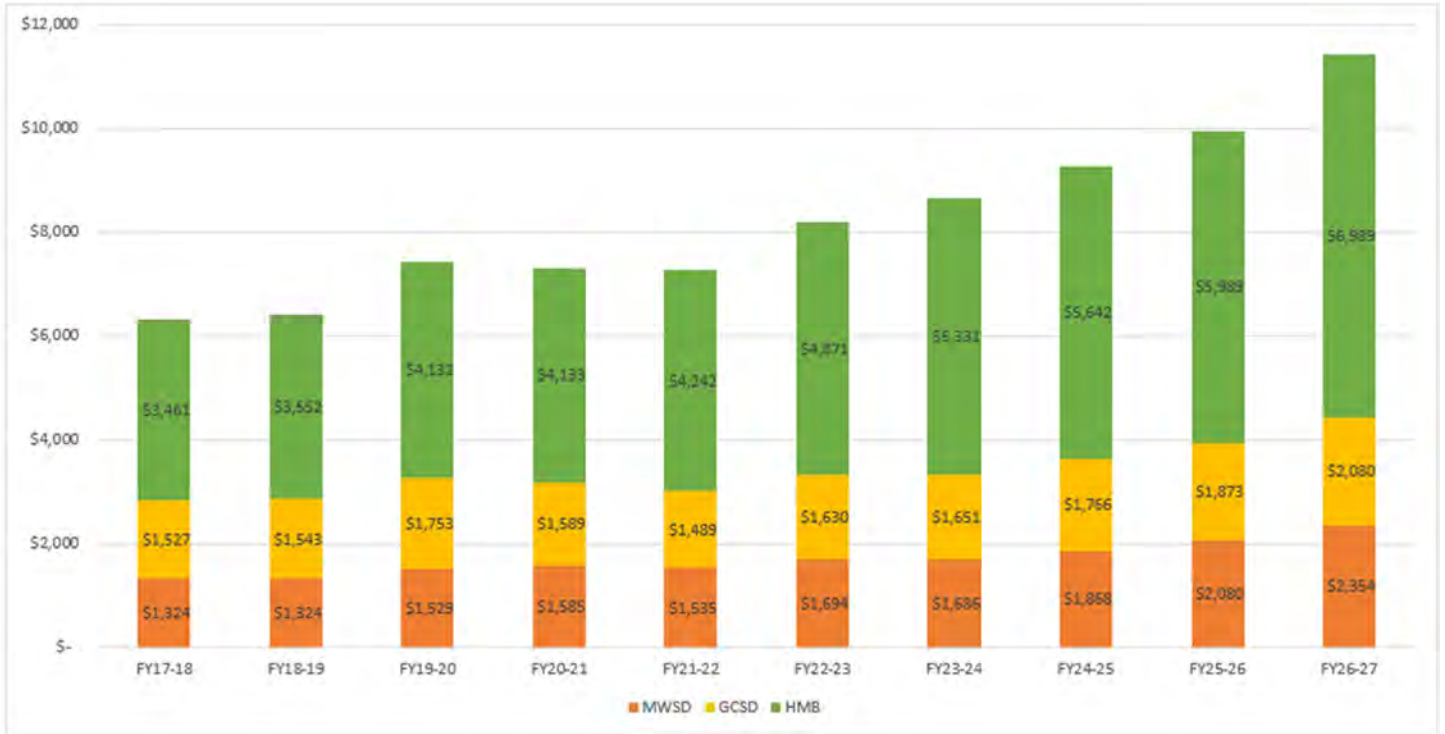
|                      | <b>FY 2023/24<br/><u>Actual</u></b> | <b>FY 2024/25<br/><u>Actual</u></b> | <b>FY 2025/26<br/><u>Adopted</u></b> | <b>FY 2026/27<br/><u>Proposed</u></b> | <b>\$<br/><u>Change</u></b> | <b>%<br/><u>Change</u></b> |
|----------------------|-------------------------------------|-------------------------------------|-------------------------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

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

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



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



## OVERALL OPERATIONS BUDGET SUMMARY

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

| FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |  |
|----------------------|-----------------------|-------------------------|----------------------|--|
|----------------------|-----------------------|-------------------------|----------------------|--|

| VARIANCE<br>FY26/27 versus FY25/26 |
|------------------------------------|
|------------------------------------|

### EXPENDITURES

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

### Key Changes

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

| FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |
|----------------------|-----------------------|-------------------------|----------------------|
|----------------------|-----------------------|-------------------------|----------------------|

| VARIANCE<br>FY26/27 versus FY25/26 |  |
|------------------------------------|--|
|------------------------------------|--|

**REVENUE**

**By Type:**

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

**By Agency:**

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

**Key Changes**

Assessments reflect Increased funding for Infrastructure Projects, Maintenance, Staff

**TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE**

\$ 1,481,357

\$ 1,481,357

## FINANCIAL DETAILS

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

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

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

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

# ADMINISTRATIVE SERVICES

## By Category

|                      |                       |                         |                      |
|----------------------|-----------------------|-------------------------|----------------------|
| FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |
|----------------------|-----------------------|-------------------------|----------------------|

|                                       |
|---------------------------------------|
| VARIANCE<br>FY26/27 versus<br>FY25/26 |
|---------------------------------------|

### EXPENDITURES

#### Personnel

|                          | FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |          |       |
|--------------------------|----------------------|-----------------------|-------------------------|----------------------|----------|-------|
| 1 Wages                  | 666,317              | 629,300               | 634,063                 | 661,100              | 31,800   | 5%    |
| 2 Premium Pay            | 18,903               | 11,000                | 13,432                  | 16,000               | 5,000    | 45%   |
| 3 Health Benefits        | 87,403               | 88,985                | 71,871                  | 79,500               | (9,485)  | (11%) |
| 4 Retirement Cont.       | 340,271              | 93,000                | 54,354                  | 57,700               | (35,300) | (38%) |
| 5 Retiree Med/OPEB       | 28,400               | 13,500                | 17,509                  | 28,100               | 14,600   | 108%  |
| 6 Misc. Benefits         | 29,693               | 28,800                | 20,948                  | 18,800               | (10,000) | (35%) |
| 7 Subtotal               | 1,170,987            | 864,585               | 812,177                 | 861,200              | (3,385)  | (0%)  |
| <u>Non-Personnel</u>     |                      |                       |                         |                      |          |       |
| 8 Legal Services         | 237,120              | 235,000               | 173,818                 | 200,000              | (35,000) | (15%) |
| 9 Engineering Services   | 20,698               | -                     | -                       | -                    | -        | -     |
| 10 Professional Services | 220,751              | 226,164               | 283,075                 | 252,025              | 25,861   | 11%   |
| 11 Prof. Memberships     | 77,201               | 46,515                | 61,210                  | 62,000               | 15,485   | 33%   |
| 12 Insurance Premiums    | 236,925              | 249,982               | 255,390                 | 265,000              | 15,018   | 6%    |
| 13 Misc. Expenses        | 95,965               | 64,590                | 86,090                  | 92,700               | 28,110   | 44%   |
| 14 Utilities             | 27,621               | 34,250                | 21,653                  | 22,300               | (11,950) | (35%) |
| 15 Travel & Training     | 8,586                | 5,335                 | 7,403                   | 6,600                | 1,265    | 24%   |
| 16 Equipment Rental      | 8,294                | 7,875                 | 8,101                   | 8,300                | 425      | 5%    |
| 17 Bldg & Maint Services | 33,150               | 34,131                | 46,200                  | 47,000               | 12,869   | 38%   |
| 18 Chemicals             | -                    | -                     | -                       | -                    | -        | -     |
| 19 Permits & Licenses    | -                    | -                     | -                       | -                    | -        | -     |
| 20 Supplies              | 10,738               | 12,844                | 16,936                  | 13,600               | 756      | 6%    |
| 21 Equipment             | -                    | 2,637                 | 5,087                   | 6,000                | 3,363    | 128%  |
| 22 Infrastructure        | -                    | -                     | -                       | -                    | -        | -     |
| 23 Claims/Penalties      | -                    | 10,000                | 10,000                  | 10,000               | -        | 0%    |
| 25 Subtotal              | 977,048              | 929,322               | 974,963                 | 985,525              | 56,203   | 6%    |

Over/(Under)

## ADMINISTRATIVE SERVICES

By Category

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

### Key Changes

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

### Key Changes

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

## TREATMENT By Category

| FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |
|----------------------|-----------------------|-------------------------|----------------------|
|----------------------|-----------------------|-------------------------|----------------------|

| VARIANCE<br>FY26/27 versus FY25/26 |
|------------------------------------|
|------------------------------------|

Over/(Under)

### EXPENDITURES

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

### Key Changes

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

**TOTAL TREATMENT EXPENDITURES BUDGET INCREASE**

\$ 801,305

**TREATMENT**  
By Category

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

**Key Changes**

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

**TOTAL TREATMENT REVENUE BUDGET INCREASE**

|            |
|------------|
| \$ 808,302 |
| \$ 808,302 |

**ENVIRONMENTAL COMPLIANCE  
By Category**

| FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |
|----------------------|-----------------------|-------------------------|----------------------|
|----------------------|-----------------------|-------------------------|----------------------|

| VARIANCE<br>FY26/27 versus FY25/26 |
|------------------------------------|
|------------------------------------|

**EXPENDITURES**

Personnel

|                    | FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED | Over/(Under) |     |
|--------------------|----------------------|-----------------------|-------------------------|----------------------|--------------|-----|
| 1 Wages            | 43,219               | 42,500                | 43,250                  | 45,000               | 2,500        | 6%  |
| 2 Premium Pay      | 2,019                | 2,100                 | 2,070                   | 3,000                | 900          | 43% |
| 3 Health Benefits  | 6,875                | 8,011                 | 6,766                   | 8,450                | 439          | 5%  |
| 4 Retirement Cont. | 25,789               | 24,000                | 29,680                  | 32,500               | 8,500        | 35% |
| 5 Retiree Med/OPEB | 67                   | 675                   | 661                     | 750                  | 75           | 11% |
| 6 Misc. Benefits   | 2,413                | 3,415                 | 2,680                   | 3,450                | 35           | 1%  |
| 7 Subtotal         | 80,380               | 80,701                | 85,107                  | 93,150               | 12,449       | 15% |

Non-Personnel

|                          |         |         |         |         |        |     |
|--------------------------|---------|---------|---------|---------|--------|-----|
| 8 Legal Services         | -       | -       | -       | -       | -      | -   |
| 9 Engineering Services   | -       | -       | -       | -       | -      | -   |
| 10 Professional Services | 87,226  | 104,309 | 114,847 | 112,000 | 7,691  | 7%  |
| 11 Prof. Memberships     | -       | -       | -       | -       | -      | -   |
| 12 Insurance Premiums    | -       | -       | -       | -       | -      | -   |
| 13 Misc. Expenses        | 66      | -       | 157     | -       | -      | -   |
| 14 Utilities             | -       | -       | -       | -       | -      | -   |
| 15 Travel & Training     | 290     | 505     | 250     | 600     | 95     | 19% |
| 16 Equipment Rental      | -       | -       | -       | -       | -      | -   |
| 17 Bldg & Maint Services | -       | -       | -       | -       | -      | -   |
| 18 Chemicals             | 3,486   | 3,500   | 4,562   | 5,000   | 1,500  | 43% |
| 19 Permits & Licenses    | -       | -       | -       | -       | -      | -   |
| 20 Supplies              | 18,376  | 22,998  | 22,770  | 25,000  | 2,002  | 9%  |
| 21 Equipment             | 2,226   | -       | -       | -       | -      | -   |
| 22 Infrastructure        | -       | -       | -       | -       | -      | -   |
| 23 Claims/Penalties      | -       | -       | -       | -       | -      | -   |
| 25 Subtotal              | 111,670 | 131,312 | 142,586 | 142,600 | 11,288 | 9%  |

**Key Changes**

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

**ENVIRONMENTAL COMPLIANCE  
By Category**

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

**Key Changes**

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

## INFRASTRUCTURE By Category

|                      |                       |                         |                      |
|----------------------|-----------------------|-------------------------|----------------------|
| FY 2024/25<br>ACTUAL | FY 2025/26<br>ADOPTED | FY 2025/26<br>PROJECTED | FY 26/27<br>PROPOSED |
|----------------------|-----------------------|-------------------------|----------------------|

|                                       |
|---------------------------------------|
| VARIANCE<br>FY26/27 versus<br>FY25/26 |
|---------------------------------------|

### EXPENDITURES

Over/(Under)

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

### Key Changes

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

**TOTAL INFRASTRUCTURE EXPENDITURES BUDGET INCREASE**

\$ 605,000

## INFRASTRUCTURE By Category

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

### Key Changes

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

**TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE**

\$ 605,000

## HIGHLIGHTS

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

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

Priority: Rehabilitation/Replacement/Safety

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

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



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

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

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

**Annual Cost Distribution and Schedule**

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

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

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

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



Effluent pumps 1, 2, and 3

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

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

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

#### Annual Cost Distribution and Schedule

| CIP Total | FY2026  |  |  |  |  |
|-----------|---------|--|--|--|--|
| 450,000   | 450,000 |  |  |  |  |

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

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

Priority: Rehabilitation/Replacement

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



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

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

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

**Annual Cost Distribution and Schedule**

| CIP Total | FY2026  |  |  |  |  |
|-----------|---------|--|--|--|--|
| 100,000   | 100,000 |  |  |  |  |

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

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

Priority: Rehabilitation/Replacement

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



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

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

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

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

**Annual Cost Distribution and Schedule**

| CIP Total | FY2026 |  |  |  |  |
|-----------|--------|--|--|--|--|
| 50,000    | 50,000 |  |  |  |  |

## Position Control List

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: SAM Collections Services Budget Fiscal Year 2026/2027  
Date: April 16, 2026

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

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

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

For background, the SAM General Budget is governed by the JPA Agreement signed in 1979 by the member agencies creating SAM. Conversely, the Collections budget presented here is governed by the Joint Collections Agreement signed in 1988 between GCSD and SAM (and the other member agencies individually). The JPA Agreement and the Collections Agreement are completely separate agreements.

When reviewing the Collections budget, there is also still some confusion in the revenue figures listed from the member agencies based on previous years' over/under budget numbers. Staff will be coordinating with SAM to get further explanation on these numbers. As with the SAM General Budget, this Collections budget is presented to your board with no action recommended.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

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

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#### **Executive Summary**

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

#### **Fiscal Impact**

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

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

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

**Contract Fees for Each Contracting Agency**

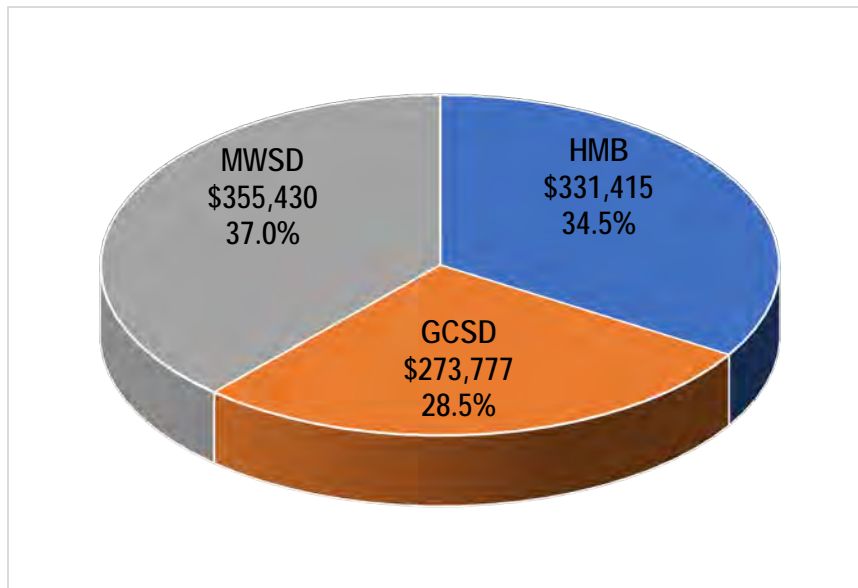
|               | FY 2023-24<br>Actual | FY 2024-25<br>Actual | FY 2025-26<br>Adopted | FY 2026-27<br>Proposed | \$<br>Change     | %<br>Change |
|---------------|----------------------|----------------------|-----------------------|------------------------|------------------|-------------|
| Half Moon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

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

**Strategic Plan Compliance**

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

**Background and Discussion/Report**



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

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

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

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

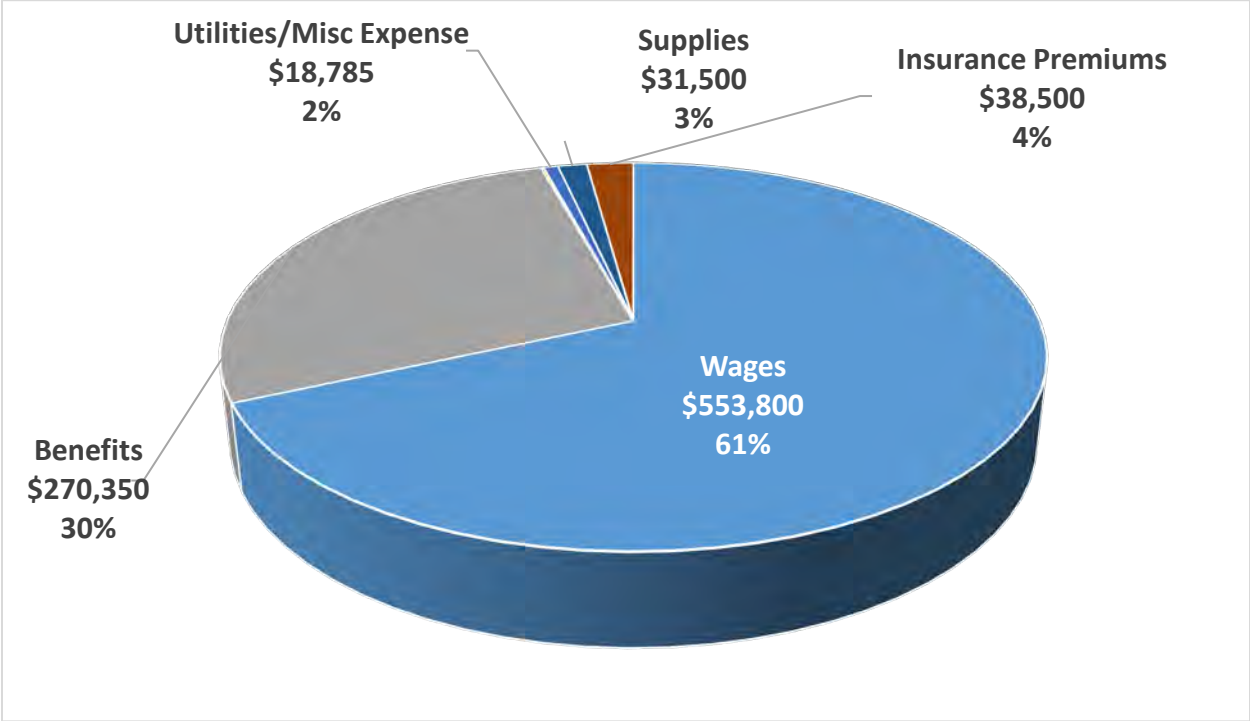
Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year,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

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

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

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



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

**Significant Changes to the Budget:**

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

**Staff Recommendation**

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

**Supporting Documents**

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

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

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

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

**EXPENDITURES**

Under/(Over)

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

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

**REVENUE**

**By Type:**

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

**By Agency:**

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

**PASS THROUGH**

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

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Draft Sewer System Management Plan  
Date: April 16, 2026

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The State Water Regional Control Board (SWRCB) requires collection system agencies to develop an updated Sewer System Management Plan (SSMP) per the Reissued Waste Discharge Requirements (WDR) that was adopted in December of 2022 and went into effect on June 5, 2023. GCSD, based on size, is required to submit its revised SSMP by May 2, 2026.

GCSD has maintained an SSMP since the original 2006 WDR and most recently updated the plan in 2022, prior to the implementation of the Reissued WDR. The Reissued WDR stipulates a number of changes to the eleven Elements found in the SSMP. Attached to this memo is a matrix developed by Bay Area Clean Water Agencies (BACWA) which highlights various changes to the SSMP as well as new requirements pertaining to Legally Responsible Officials, actual development of an SSMP, and timing of audits among other changes.

Over the past four months, staff has developed the attached Sewer System Management Plan which both meets the requirements of the order and provides a framework for the District to continue to improve service.

The attached SSMP is ready for Board approval, however staff may make some non-substantive changes prior to the May 2, 2026 submittal deadline.

Appendix 1 (Key Regulatory Changes for Sewer System Management Plan Development/Updates)

| 2006 WDR (rescinded)  | 2022 WDR (current)   | 2022 Changes | Summary of Key 2022 WDR Changes  |
|---|--|--------------|--|
| 1. Goal<br><a href="#">Provision D.13(i)</a>  | 1. Goal and Introduction<br><a href="#">Att. D-6, Spec. 5.2</a>                                      | Many         | <ul style="list-style-type: none"> <li>• Implementation of SSMP as “living document.”</li> <li>• Enforcement of development, update, and implementation.</li> <li>• Narratives for regulatory context, assets, updated sewer map(s).</li> </ul>  |
| 2. Organization<br><a href="#">Provision D.13(ii)</a>                                     | 2. Organization<br><a href="#">Attachment D-6, Spec. 5.1</a>   | Few          | <ul style="list-style-type: none"> <li>• Name of Legally Responsible Official.</li> <li>• Enhanced details on LRO training and experience requirements.</li> </ul>   |
| 3. Legal Authority<br><a href="#">Provision D.13 (iii)</a>                                | 3. Legal Authority<br><a href="#">Attachment D-6</a>   | Few          | <ul style="list-style-type: none"> <li>• Collaboration with storm drain agencies; easement accessibility agreements.</li> </ul>  |
| 4. O/M Program<br><a href="#">Provision D.13 (iv)</a>                                     | 4. O/M Program<br><a href="#">Attachment D-6</a>   | Many         | <ul style="list-style-type: none"> <li>• Procedures for maintaining/providing Water Board access to sewer map(s)</li> <li>• Enhanced training/WDR, drills/skilled vol. est., CIWQS reporting; scheduling system in place.</li> </ul>   |
| 5. Design and Performance Provisions<br><a href="#">Provision D.13 (v)</a>                | 5. Design and Performance Provisions<br><a href="#">Attachment D-6</a>                               | Few          | <ul style="list-style-type: none"> <li>• Few changes.</li> </ul>   |
| 6. Overflow Emergency Response Plan<br><a href="#">Provision D.13 (vi)</a>                | 6. Spill Emergency Response Plan<br><a href="#">Attachment D-6</a>                                   | Many         | <ul style="list-style-type: none"> <li>• Numerous upgrades to notification, monitoring, reporting, record keeping, definitions.</li> <li>• Staff/contractor requirements for implementation, removing/cleaning sewage from drainage conveyance systems not impacting beneficial uses/receiving waters.</li> <li>• Coordination/collaboration with storm drain agencies (prior, during, after) spills.</li> <li>• Post-spill assessments, annual assessment, implement containment tech/practices.</li> <li>• Requires annual certification in Annual Report that plan is up-do-date.</li> </ul>                |
| 7. Fats, Oils, and Grease Control Program<br><a href="#">Provision D.13 (vii)</a>         | 7. Sewer Pipe Blockage Control Program<br><a href="#">Attachment D-6</a>                             | Few          | <ul style="list-style-type: none"> <li>• Plan/schedule for pipe-blocking substances.</li> <li>• Commercial controls/authority to inspect, “hot spot” program, source controls.</li> </ul>  |
| 8. System Evaluation and Capacity Assurance Plan<br><a href="#">Provision D.13 (viii)</a> | 8. System Evaluation, Capacity Assurance, and Capital Improvements<br><a href="#">Attachment D-6</a> | Many         | <ul style="list-style-type: none"> <li>• Implementation of capital improvements.</li> <li>• Identify/justify and prioritize specific system areas (high env. consequences/areas, new surface waters, steep terrain, high groundwater, near surface waters), exfiltration, recordkeeping enhancements, assets vulnerable to climate impacts.</li> <li>• More information for capacity assessments, inspections, audits.</li> <li>• Capacity of flood-prone systems subject to inflow/infiltration.</li> <li>• Increases in erosive forces, pumping redundancy, prioritization of corrective actions.</li> </ul> |

Appendix 1 (Key Regulatory Changes for Sewer System Management Plan Development/Updates)

| 2006 WDR (rescinded)   | 2022 WDR (current)  | 2022 Changes | Summary of Key 2022 WDR Changes   |
|--|---|--------------|---|
|  |   |              | <ul style="list-style-type: none"> <li>Enhanced coordination (operations/maintenance/engineering, other utilities).</li> </ul>  |
| 9. Monitoring, Measurement, and Program Modifications<br><a href="#">Provision D.13 (ix)</a> | 9. Monitoring, Measurement, and Program Modifications<br><a href="#">Attachment D-6</a> | Few          | <ul style="list-style-type: none"> <li>Adaptive management/implementation effectiveness (Key Performance Indicators)</li> <li>Update plan procedures/activities based on monitoring/performance evaluations.</li> </ul> |
| 10. SSMP Audits  | 10. Internal Audits<br><a href="#">Attachment D-6</a>                                   | Few          | <ul style="list-style-type: none"> <li>Completed every 3 years (vs. every 2 years), input from operators, and cert/upload/LRO.</li> </ul>   |
| 11. Communication Program<br><a href="#">Provision D.13 (xi)</a>                             | 11. Communication Program<br><a href="#">Attachment D-6</a>                             | Few          | <ul style="list-style-type: none"> <li>Enhanced communications procedures (public/owners/operators connected to sewers).</li> </ul>   |

| 2006 WDR (rescinded)   | 2022 WDR (current)  | 2022 Changes | Summary of Key 2022 WDR Changes   |
|--|---|--------------|---|
| Legally Responsible Official   | Designation of LRO<br>Spec. 5.1 (pg. 18)                                      | Major        | <ul style="list-style-type: none"> <li>Legally Responsible Official must have authority to ensure compliance, authority over management of the entire sewer system, and authorized to make managerial decisions governing operations, capital improvements, and ensuring long-term environmental compliance.</li> <li>Legally Responsible Official must possess recognized degree/certificate for O/M of sewer systems and/or professional training and experience demonstrated through extensive knowledge, training, and experience.</li> </ul>   |
| SSMP Development and Implementation<br><a href="#">Provision D.11 (pg. 9)</a>                | SSMP Development and Implementation<br><a href="#">Spec. 5.2 (pgs. 18-19)</a> | Major        | <ul style="list-style-type: none"> <li>Agencies must develop and implement an SSMP (ensuring adequate funding/management, matching size, scale and complexity, procedures for management, operation, maintenance, prioritization of system repairs and maintenance, implementation of current standard industry practices through available equipment, technologies, and strategies)."</li> </ul>   |
| Certification of System Management Plan + Updates<br><a href="#">Provision D.14 (pg. 15)</a> | Certification of SSMP and Updates<br><a href="#">Spec. 5.3 (pg. 19)</a>       | Major        | <ul style="list-style-type: none"> <li>Legally Responsible Official must certify/upload SSMPs to CIWQS.</li> </ul>  |
| SSMP Internal Audits<br><a href="#">Provision D.13(x) (pg. 14)</a>                           | SSMP Development and Update<br><a href="#">Spec. 5.4 (pgs. 19-20)</a>         | Minor        | <ul style="list-style-type: none"> <li>Audits of SSMPs <u>every 3 years</u> (vs. every 2 years under 2006 WDR).</li> <li>Within 6 months after the end of the required 3- year Audit period, the agency Legally Responsible Official shall submit the Audit report into the online CIWQS database per requirements of section 3.10 of Attachment E1 of the Reissued WDR). Audit reports will only be viewable publicly in CIWQS by Water Board staff.</li> <li>Audits must : 1) be sized/scaled to system, 2) evaluate implementation and effectiveness of SSMP in preventing spills, 3) identify necessary modifications to SSMP for correcting deficiencies, and 4) include a proposed schedule for correcting</li> </ul> |

Appendix 1 (Key Regulatory Changes for Sewer System Management Plan Development/Updates)

| 2006 WDR (rescinded)  | 2022 WDR (current)   | 2022 Changes | Summary of Key 2022 WDR Changes   |
|---|--|--------------|---|
|   |  |              | deficiencies.   |
| SSMP Updates<br><a href="#">Provision D.14 (pg. 15)</a>             | Six-Year SSMP Update<br><a href="#">Spec. 5.5 (pgs. 21)</a>        | Minor        | <ul style="list-style-type: none"> <li>Agencies must update their SSMPs and include a summary of revisions based on Audit findings <u>every 6 years</u> (vs. every 5 years under 2006 WDR).</li> </ul>                        |
| N/A   | System Resilience<br><a href="#">Spec 5.6 (pg. 22)</a>             | N/A          | <ul style="list-style-type: none"> <li>Agencies must include and implement system-specific procedures to proactively prioritize O/M, condition assessments, and repair/rehabilitation.</li> </ul>                             |
| Notif, Monit, Report.,<br>Records<br><a href="#">2013-0058-EXEC</a> | Notif, Monit, Report.,<br>Records<br><a href="#">Attachment E1</a> | Major        | <ul style="list-style-type: none"> <li>Numerous changes throughout; adds one new spill category (Category 4); new reporting requirements for systems with enrollee-owned laterals.</li> </ul>                                 |
| Collection System<br>Questionnaire                                  | Annual Report  | Minor        | <ul style="list-style-type: none"> <li>Streamlined (fewer) reporting fields; requires uploading of spill performance charts; includes options for adding comments and/or attaching doc(s) to elaborate on answers.</li> </ul> |
| N/A   | Sanitary Sewer System<br>Service Area Boundary<br>Map              | Major        | <ul style="list-style-type: none"> <li>New requirements (Specifications 5.14) for uploading an electronic boundary map (required between July 1 to Dec 31, 2025, for all continuing enrollees).</li> </ul>                    |
| N/A   | Pre-Insp. Questionnaire  | Major        | <ul style="list-style-type: none"> <li>Requires agencies to provide pre-inspection information to State and Regional Water Board staff through the completion of a Questionnaire (see Provisions 6.4.2).</li> </ul>           |



# SEWER SYSTEM MANAGEMENT PLAN

Granada Community Services District

Waste Discharge ID (WDID) 2SSO10138

Updated January 2026

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|  |           |
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## INTRODUCTION

This Sewer System Management Plan (SSMP) or “Plan” has been prepared by the Granada Community Services District (GCSD) in compliance with the requirements of the State Water Resources Control Board (SWRCB) 2022 General Waste Discharge Requirement (WDR), Order No. WQ 2022-0103-DWQ for Sanitary Systems. The Plan serves as a living document that supports ongoing sewer system management program activities, procedures, and decision-making for GCSD. The Plan has been developed to meet the size, scale, and complexity of GCSD’s specific sanitary sewer system. The District utilized the Bay Area Clean Water Agencies (BACWA) 2024 Sewer System Management Plan Guidance Manual as a model in developing this Plan.

Figure 1.1 provides spill metrics, including data comparing the District’s spill record with state and regional system data from April 2021 through April 2026.

Figure 1.1 - Collection Spill Summary

| General Information |          |  |                   |                                  |              |  |
|---------------------|----------|--|-------------------|----------------------------------|--------------|--|
| Region              | Place ID | Place Name                             | CS Category       | Place Address                    | Place County |  |
| 2                   | 630886   | Granada Community Services District CS | Municipal(Public) | 504 Alhambra El Granada CA 94018 | San Mateo    |  |

| Collection System Spill Summary                             |             |          |       |             |       |             |       |
|---|-------------|----------|-------|-------------|-------|-------------|-------|
| Operational Indices: Granada Community Services District CS |             |          |       |             |       |             |       |
| Spill Rate Indice (spills/100mi/yr)                         |             |          |       |             |       |             |       |
|   | Category 1  |          |       | Category 2  |       | Category 3  |       |
|   | Main System | Laterals | Other | Main System | Other | Main System | Other |
| Granada Community Services District CS                      | 0.0         | N/A      | 0.0   | 0.0         | 0.0   | 1.11        | 0.0   |
| State Municipal(Public) Average                             | 1.53        | N/A      | 1.1   | 0.99        | 1.25  | 2.11        | 0.44  |
| Region Municipal Average                                    | 2.49        | N/A      | 0.72  | 0.75        | 0.06  | 3.03        | 0.5   |

| Net Volume Spills Indice (gallons/1000 Capita/yr) |             |          |         |             |         |             |       |
|---|-------------|----------|---------|-------------|---------|-------------|-------|
|   | Category 1  |          |         | Category 2  |         | Category 3  |       |
|   | Main System | Laterals | Other   | Main System | Other   | Main System | Other |
| Granada Community Services District CS            | 0.0         | N/A      | 0.0     | 0.0         | 0.0     | 0.79        | 0.0   |
| State Municipal(Public) Average                   | 3529.93     | N/A      | 2191.58 | 252.93      | 1041.21 | 50.95       | 22.93 |
| Region Municipal Average                          | -5445.65    | N/A      | 1436.95 | 95.54       | 0.94    | 103.37      | 80.9  |

## SSMP Organization

This Plan is organized into 11 core elements as required by the WDR and within those elements, the following technical contents are contained:

1. Requirements – Concise description of applicable WDR requirements.
2. Compliance – Description of District approach for demonstrated compliance.
3. Implementation – Description of steps to be taken by District to meet requirements.
4. Effectiveness – Key performance indicators that demonstrate how District's plans and processes are working and achieving desired results.
5. Resilience – Demonstrates programs and processes that strengthen District's ability to avoid violations and spills.

## LIST OF ACROYNOMS

|          |   |
|----------|---|
| BACWA    | Bay Area Clean Water Agencies                   |
| CCTV     | Closed-Circuit Television                       |
| CIP      | Capital Improvement Plan                        |
| CIWQS    | California Integrated Water Quality System      |
| CMMS     | Computerized Maintenance Management System      |
| DISTRICT | Granada Community Services District             |
| FOG      | Fats, Oils and Grease                           |
| GIS      | Geographical Information System                 |
| GCSD     | Granada Community Services District             |
| I&I      | Inflow & Infiltration                           |
| JPA      | Joint Powers Agency                             |
| LRO      | Legally Responsible Official                    |
| NPDES    | National Pollution Discharge Elimination System |
| PACP     | Pipeline Assessment and Certification Program   |
| RWQCB    | Regional Water Quality Control Board            |
| SAM      | Sewer Authority Mid-Coastside                   |
| SERP     | Spill Emergency Response Plan                   |
| SSMP     | Sewer System Management Plan                    |
| SSO      | Sanitary Sewer Overflow                         |
| SWRCB    | State Water Resources Control Board             |
| WDID     | Waste Discharge ID Number                       |
| WDR      | General Waste Discharge Requirements            |
| WWTP     | Wastewater Treatment Plant                      |

## LIST OF TERMS

Bay Area Clean Water Agencies (BACWA) – Association comprised of Bay Area wastewater treatment and collection system agencies. BACWA represents the interests of public wastewater agencies in regulatory matters and to support the exchange of information.

Website: <http://www.bacwa.org>

Blockage – An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about SSOs, among other information. CIWQS is the tool used for online submittal of SSO details, which are then made available to the public. Website: <http://www.swrcb.ca.gov/ciwqs/>

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the Statewide WDR. Also known as a sewer system agency or wastewater collection system agency.

Geographical Information System (GIS) – A database linked with mapping that records sewer system information. The GIS database could include sewer features such as pipe location, diameter, material, condition, or last date cleaned or repaired. GIS maps also typically contain base information such as streets and parcels.

Governing Board – Board of Directors for Granada Community Services District

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.

Lateral or Private Lateral – The privately-owned sewer pipeline that conveys wastewater from the premises of a user to the District's sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection to the pipe.

Monitoring and Reporting Program - The program used by the District to monitor, maintain records, report issues and complete needed public notifications.

Preventive Maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/sanfranciscobay>

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that *do not* reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the wastewater treatment plant.

Satellite Collection System – The portion, if any, of a sanitary sewer system that is owned or operated by a different public agency or user.

Sewer Pipe Blockage Control Program – Program implemented by the agency, based on the identified causes of sewer overflows, to control fats, oils, grease, rags and debris in the sewer system.

Sewer System Management Plan – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.

Spill Emergency Response Plan – This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the SSO reporting web site.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWRCB in 2022 to provide a structure and guidance for SSMP development. Also known as Order No. WQ 2022-0103-DWQ.

Wastewater Collection System – See Sanitary Sewer System.

# 1. Goal and Introduction

## REQUIREMENTS

---

### Att. D-1 (pg. D-2)

*“The goals of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee’s sanitary sewer system(s), and (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.*

*The Plan must include a narrative Introduction section that discusses the following items (see below).”*

## 1.1. Regulatory Context

### REQUIREMENTS

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#### Att.D-1.1 (pg. D-2)

*“The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.”*

### COMPLIANCE

---

The District is committed to fully implementing the WDR by addressing its included requirements and continuing to incorporate programs and processes to ensure the integrity and efficiency of the District’s sanitary sewer collection system. The District is further committed to the ongoing maintenance of its collection system in order to reduce the potential for, frequency of, and the impacts of sewer spills if and when they do occur. The District’s programs include CCTV, pipe cleaning, manhole inspections, and lift station maintenance. These programs are described in more detail in Element 4, Operation and Maintenance Program. The District’s attention to proactively cleaning, monitoring, and rehabilitating its collection system has ensured ongoing effective operation of its sanitary sewer system, low spill rates, and ongoing compliance with the WDR.

### EFFECTIVENESS

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N/A

### IMPLEMENTATION PLAN/SCHEDULE

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N/A

## 1.2. SSMP Update Schedule

### REQUIREMENTS

#### Att. D-1.2 (pg. D-3)

*“The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The Schedule must include milestones for incorporation of activities addressing prevention of sewer spills.”*

### COMPLIANCE

The District utilizes the State Water Board’s online lookup tool to ensure compliance with due dates for the SSMP Audits and SSMP Reports (see chart below).

The District’s most recent SSMP [Audit](#) was completed for the period May 2022 through May 2025 and can be found in the Appendix for Element 1.

The District contracts with the Sewer Authority Mid-Coastside (SAM) to clean the gravity collection system and to operate and maintain the pump stations under the terms of an operating and maintenance contract. That [contract](#) is linked in the appendix of Element 1. The District, with SAM, maintains a 24-month target (2 years) for cleaning of all pipes up to 18 inches in diameter. More frequent cleaning occurs in areas known to need additional attention. This cleaning schedule is documented through SAM’s CMMS system (Lucity) and cleaning maps are shared with the District monthly.

Figure 1.2 – Sewer System Management Plan, Subsequent Update and Audit Dates

**Sewer System Management Plan & Audit Required Due Dates**  
Transition from General Order 2006-0003-DWQ to Reissued General Order

Search by Waste Discharge Identification (WDID) Number

Enter your Waste Discharge Identification (WDID) number in the search field to retrieve the required Sewer System Management Plan (SSMP) Update and Audit due dates for your system.

2SSO10138

Show Update/Audit Dates

| Sewer System Management Plan & Subsequent Update Due Dates |             |                                 |                               |                               |                                |
|--|-------------|---------------------------------|-------------------------------|-------------------------------|--------------------------------|
| System Name  | WDID Number | Original Plan Required Due Date | Required Plan Update Due Date | Required Plan Update Due Date | Required Plan Update Due Date* |
| Granada Community Services District CS                     | 2SSO10138   | 5/2/2010                        | 5/2/2015                      | 5/2/2020                      | 5/2/2026                       |

| Audit Due Dates                        |             |                                       |                              |                              |                              |                              |                              |                                       |
|--|-------------|---------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------------|
| System Name                            | WDID Number | Original Required Plan Audit Due Date | Required Plan Audit Due Date | Required Plan Audit Due Date | Required Plan Audit Due Date | Required Plan Audit Due Date | Required Plan Audit Due Date | End of Required 3-Year Audit Period** |
| Granada Community Services District CS | 2SSO10138   | 5/2/2012                              | 5/2/2014                     | 5/2/2016                     | 5/2/2018                     | 5/2/2020                     | 5/2/2022                     | 5/2/2025                              |

\* Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee’s last Plan Update.

\*\* Per Section 5.4 and Attachment E1, Section 3.10 of the General Order, the Audit Report is due within six months after the end of the required 3-year audit period.

## EFFECTIVENESS

## Key Performance Indicators

1. Are SSMP Audits and SSMP Updates being performed as scheduled?
2. Has the SSMP been approved by the governing board on schedule?
3. Are specific internal sewer program milestones being monitored?

## IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan  | Schedule                         | Responsible Party |     |     |
|-------|---|----------------------------------|-------------------|-----|-----|
|       |   |                                  | MGR               | ENG | AGM |
| 1.2.1 | Prepare for next Sewer System Management Plan Update          | Start 8/1/2031 – DUE by 5/2/2032 | X                 | X   | X   |
| 1.2.2 | Prepare for next SSMP Audit                                   | Begin 5/2/2028                   | X                 |     | X   |
| 1.2.3 | Complete and upload next SSMP Audit                           | By 11/2/2028                     | X                 |     | X   |
| 1.2.4 | Incorporate Audit Findings, update Change Log and Update SSMP | By 5/2/2026                      | X                 |     | X   |
| 1.2.5 | Board Approval and LRO Certification of SSMP                  | By 5/2/2026                      | X                 |     |     |

## 1.3. Sewer System Asset Overview

### REQUIREMENTS

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#### Att. D-1.3 (pg. D-3)

*“The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:*

- *Location, including county;*
- *Service area boundary;*
- *Population and community served;*
- *System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;*
- *Structures diverting stormwater to the sewer system*
- *Data management systems;*
- *Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;*
- *Estimated number or percent of residential, commercial, and industrial service connections; and*
- *Unique service boundary conditions and challenge(s)*

*Additionally, the Plan Introduction section must provide reference to the Enrollee’s up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.”*

### COMPLIANCE

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The Granada Community Services District is located in San Mateo County and serves a population of approximately 7,000 through 2,640 service connections that consist of 141 commercial connections and 2,499 residential connections. The Granada Community Services District was formed as “Granada Sanitary District” in 1958 under the California Sanitary District Act of 1923. In October of 2014, the District was reorganized as the Granada Community Services District under California Government Code 61000 et seq. The District is governed by a five-member governing board elected to four-year terms through an at-large election system. Additionally, the District is a participant in the Sewer Authority Mid-Coastside (SAM), which is a Joint Powers Agency (JPA) comprised of the District, City of Half Moon Bay, and Montara Water and Sanitary District. The JPA was formed in 1976 through the execution of an Exercise of [Joint Powers Agreement](#), which is included in the Appendix for Element 1. The District contracts separately with SAM for collection system cleaning services.

The District is responsible for the sewage collection system and wastewater disposal in El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar, as well as the northern portion of the City of Half Moon Bay as shown by the red dashed border in Figure 1.3 below. Sewage is conveyed to the SAM wastewater treatment plant

(WWTP), located near Kehoe Avenue in Half Moon Bay.

Figure 1.3 – Granada Community Services District Sewer Service Area



The District's wastewater collection system includes approximately 35 miles of gravity sewer pipe, 1 mile of force main pipeline, and 1 pump station. The District's system conveys approximately 220,000 gallons per day of average dry weather flow to the SAM WWTP.

An up-to-date GIS mapping system of the District's system shows all gravity line segments, manholes, pumping facilities, pressure pipes and valves and is used to track service call outs when they occur. The District maps are updated as needed by the District's mapping consultant. The District is pursuing additional features to its GIS system to enable CCTV uploads and video storage. The District has provided the up-to-date map of the Sanitary Sewer System to the State and Regional Water Board per Section 4.1 of WDR Attachment D. Figure 1.4 on the next page shows the mapped assets.

The District's sewer system layout is additionally stored in SAM's GIS and is available to the SAM collections staff via the Lucity computerized maintenance management system (CMMS) that is shared among the SAM member agencies. The system maps include pipes including pipe lengths, diameters, and approximate year installed, and manholes including most pipe inverts.

The District does not have any structures that divert stormwater into the sewer system and the sewer maps do not include storm drain facilities. The County of San Mateo is responsible for maintaining the storm drain system including mapping.

Figure 1.4 – GCSD Sewer Pipelines



## EFFECTIVENESS

## Key Performance Indicators

1. Are assets reviewed and updated as needed?
2. Are systems up to date?
3. Is new data, including video, service calls and CCTV footage being uploaded to GIS systems in a timely manner?
4. Is information consistently communicated between District and SAM?

## IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan  | Scheule  | Responsible Party |     |     |
|-------|---|--|-------------------|-----|-----|
|       |   |  | MGR               | ENG | AGM |
| 1.3.1 | Review of District assets and service connections | Annually in July/August  |                   |     | X   |
| 1.3.2 | Update maps in GIS system                         | Annually in August or within 30 days of completed development. |                   | X   | X   |
| 1.2.3 | Upload CCTV footage, service call outs            | Within 30 days of receipt.                                     |                   | X   | X   |

## RESILIENCE

Resilience for Element 1.3 is addressed by:

- Following standardized procedure for collection and management of asset data.
- Redundancy: Multiple staff members are trained and able to manage data.
- Using calendar reminders to ensure scheduled updates are executed.

## APPENDIX ELEMENT 1 INCLUSIONS

- [Sewer Service Management Plan Audit for period of May 2022 through May 2025.](#)
- [Collections, Operation and Maintenance Contract with Sewer Authority Mid-Coastside.](#)
- [Sewer Authority Mid-Coastside Exercise of Joint Powers Agreement \(JPA\).](#)
- [GCSD Sewer Budget FY25/26.](#)

## Specifications 5.2 – SSMP Development and Implementation

### REQUIREMENTS

---

#### Specification 5.2 (pg. 18)

*“To facilitate adequate local funding and management of its sanitary sewer system(s) the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale, and complexity of the Enrollee’s sanitary sewer system(s). The Sewer System Management Plan must address, at a minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.”*

### COMPLIANCE

---

The District’s SSMP has been updated to comply with the requirements of Order WQ 2022-0103-DWQ and to address all required Elements. The Plan matches the size, scale and complexity of the District’s sanitary sewer system. The Plan outlines procedures for management as well as proactive operation and maintenance of the District’s sanitary sewer system to identify deficiencies which are then identified for future rehabilitation, repair, or increased maintenance.

District staff and contracted SAM Collections staff stay current on industry standards and best practices and work collaboratively to ensure updated industry knowledge is shared.

## Specifications 5.7 – Allocation of Resources

### REQUIREMENTS

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#### Specification 5.7 (pg. 22)

*“The Enrollee shall:*

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- *Allocate the necessary resources to its sewer system management program for:*
  - *Compliance with this General Order,*
  - *Full implementation of its updated Sewer System Management Plan,*
  - *System operation, maintenance, and repair, and*
  - *Spill responses.”*

### COMPLIANCE

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The Granada Community Services District is an independent special district that maintains staffing for administration and management of the sanitary sewer system. The District contracts with SAM to provide cleaning, and operations and maintenance of the District’s collection system and pump station.

The District prepares an annual sewer budget and allocates funds for operations, repair, maintenance, and as-needed replacement of collection system assets. The District also funds its share of SAM WWTP operations, maintenance, and replacements. In FY 25/26, the District allocated funding of \$2,893,900 for annual operations and maintenance and \$450,000 for capital projects. Funding is provided through sewer services charges that are collected from all parcels receiving sewer service within the district, and charges are collected on the County property tax roll. The portion of the [budget](#) that relates to sewer service is included in the appendix for Element 1.

## Provisions 6.1 – Enforcement Provisions

### REQUIREMENTS

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#### Provisions 6.1 (pg. 27)

*“The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.”*

### COMPLIANCE

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Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the District to administrative civil liabilities of up to \$10,000 a day per violation pursuant to Water Code section 13385; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the City to administrative civil liabilities up to \$10,000 a day per violation and additional liability up to \$10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to \$5,000 a day per violation pursuant to Water Code section 13350 or up to \$20 per gallon of waste discharged; or referral to the attorney General for judicial civil enforcement.

## Provisions 6.3 – Sewer System Management Plan Availability

### REQUIREMENTS

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#### Provisions 6.3 (pg. 31)

*“The Enrollee’s updated Sewers System Management Plan must be maintained for public inspection at the Enrollee’s offices and facilities and must be available to the public through CIWQS and/or on the Enrollee’s website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirement) of this General Order.”*

### COMPLIANCE

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The District’s SSMP is available for public review on the District’s website on the main [Sewer Page](#) and is also available for in person review at the District Office located at 504 Avenue Alhambra, 3<sup>rd</sup> Floor during regular business hours.

## 2. Organization

### REQUIREMENTS

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#### Att. D-2 (pg. D-3)

*“The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:*

- *The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;*
- *The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan Elements;*
- *Organizational lines of authority; and*
- *Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)”*

### COMPLIANCE

---

The above requirements are addressed in order below.

#### 2.1. Legally Responsible Officials

The District’s Legally Responsible Officials are the General Manager, Chuck Duffy and Assistant General Manager, Hope Atmore. Both people meet the requirements defined in Specification 5.1 of the WDR.

## 2.2. SSMP IMPLEMENTATION RESPONSIBILITIES

| SSMP Element  | Responsible Position            |
|---|---------------------------------|
| 1. SSMP Plan, Goal and Introduction                               | GM/AGM                          |
| 1.1 Regulatory Context  | GM/AGM                          |
| 1.2 SSMP Update Schedule  | GM/AGM                          |
| 1.3 Sewer System Asset Overview                                   | GM/AGM/District Engineer        |
| 2. Organization   | GM/AGM/District Board           |
| 3. Legal Authority  | GM/Legal Counsel/District Board |
| 4. Operation and Maintenance Program                              | GM/AGM/SAM (contract)           |
| 4.1 Updated Maps of Sanitary Sewer System                         | AGM/District Engineer           |
| 4.2 Preventive Operation and Maintenance Activities               | GM/AGM/SAM (contract)           |
| 4.3 Training  | GM/AGM/SAM (contract)           |
| 4.4 Equipment Inventory   | GM/AGM/SAM (contract)           |
| 5. Design and Performance Provisions                              | GM/District Engineer            |
| 5.1 Updated Design Criteria and Construction Standards and Specs. | GM/District Engineer            |
| 5.2 Procedures and Standards                                      | GM/District Engineer            |
| 6. Spill Emergency Response Plan                                  | GM/AGM/SAM (contract)           |
| 7. Sewer Pipe Blockage Control Program                            | GM/AGM/SAM (contract)           |
| 8. System Evaluation, Capacity Assurance and Capital Improvements | GM/AGM/District Engineer        |
| 8.1 System Evaluation and Condition Assessment                    | GM/AGM/District Engineer        |
| 8.2 Capacity Assessment and Design Criteria                       | GM/District Engineer            |
| 8.3 Prioritization of Corrective Action                           | GM/AGM/District Engineer        |
| 8.4 Capital Improvement Plan                                      | GM/District Engineer            |
| 9. Monitoring, Measurement and Program Modifications              | GM/AGM                          |
| 10. Internal Audits   | GM/AGM                          |
| 11. Communication Program   | GM/AGM/District Board           |

Table 1 - Implementation Responsibilities

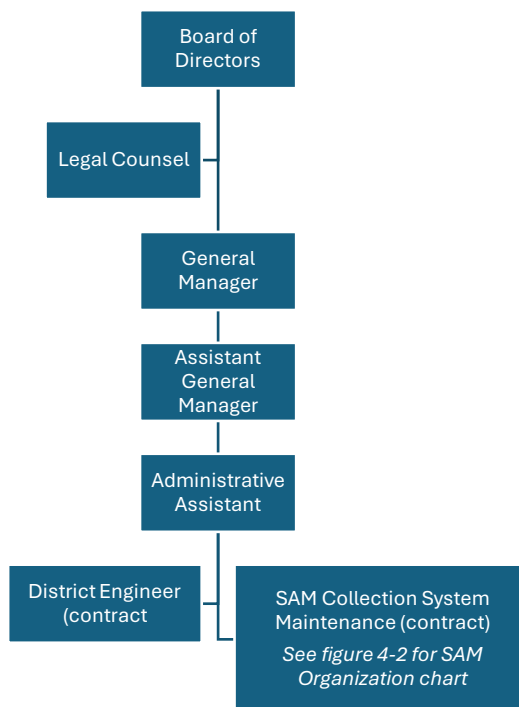
RESPONSIBLE POSITION CONTACT INFORMATION

| Responsible Position Contact Information | Phone        | Phone                       |
|--|--------------|-----------------------------|
| General Manager (contract) - LRO         | 760-522-4419 | cduffy@dudek.com            |
| Assistant General Manager - LRO          | 650-703-2281 | hatmore@granada.ca.gov      |
| District Engineer (contract)             | 650-483-5301 | johnrayner@kennedyjenks.com |
| Sewer Authority Mid-Coastside            | 650-726-0124 | timc@samcleanswater.org     |

Table 2 – Responsible Position Contact Information

## 2.3. ORGANIZATIONAL CHARTS

Figure 2.1 - GCSD Organization Chart



The organization chart for Granada Community Services District is shown in Figure 2.1. Roles and responsibilities of key personnel involved in the wastewater collection system are as noted below.

**Board of Directors:** The Governing Board that adopts the SSMP plan and policy, approves the budget to implement the SSMP.

**General Manager:** Overall responsibility for preparing and implementing the SSMP, monitors SSMP budget and performance, manages capital improvement projects, and serves as the Legally Responsible Official.

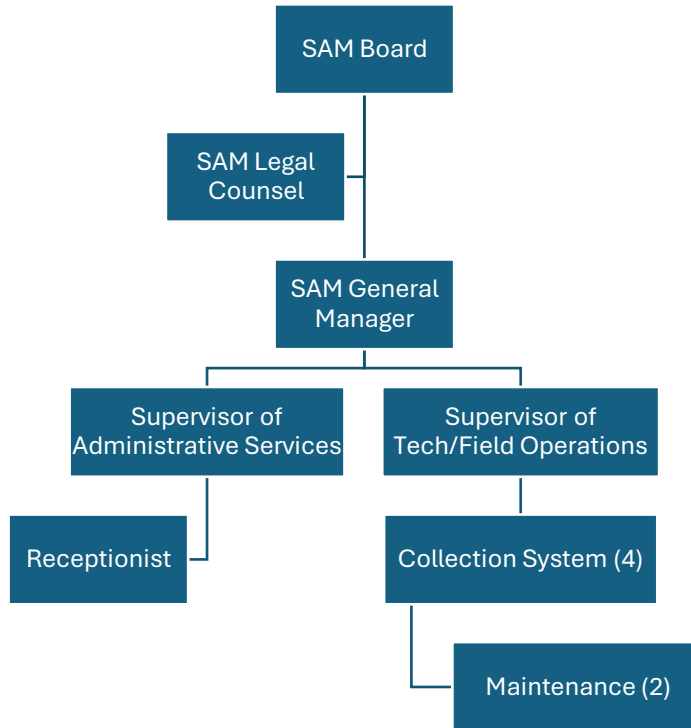
**Assistant General Manager:** The Assistant General Manager directs contractor activities in cleaning and television inspection of the collection system; manages contracted wastewater collection system staff and oversees sewer overflow response; prepares and submits reports; and develops the annual work plan for maintaining, inspecting and improving the sewer system.

**District Engineer (contract):** Provides support to the General Manager and Assistant General Manager in support of the SSMP.

**Maintenance Workers:** Assist with sewer system activities in conjunction with Sewer Authority Mid-Coastside staff, which provides sewer system cleaning, some maintenance, and SSO response by contract. The SAM Supervisor is the CIWQS Data Submitter.

Most of the District’s collection system maintenance activities are contracted out to Sewer Authority Mid-Coastside (SAM). Figure 2.2 shows the organizational chart for SAM, as related to sewer maintenance functions.

Figure 2.2 - SAM Organization Chart



## 2.4. CHAIN OF COMMUNICATION FOR REPORTING SPILLS

GCSD contracts with the Sewer Authority Mid-Coastside for spill response. Processes for notifying the District and/or SAM include; observation by the public, receipt of an alarm, or observation by SAM or District staff during the normal course of work.

Public Observation – Public Observation is the most common way the District and/or SAM is notified of blockages and spills. SAM’s telephone number for reporting sewer problems is (650)726-0124. Contact information for SAM is listed at [www.samcleanswater.org](http://www.samcleanswater.org) and [granada.ca.gov](http://granada.ca.gov).

During regular business hours, GCSD staff receives spill report calls and contacts SAM directly. Outside of business hours, the District homepage and recorded phone message refer spill observers directly to SAM.

- Normal Business Hours: When a report of a sewer spill or backup is made during business hours, an Administrative Assistant receives the call, collects basic information about the caller and the problem, and logs the call and caller information onto the Collections Callout Form. This form is forwarded to the SAM Lead Collections Worker who will contact an available SAM Collections Crew to respond. The completed Collections Callout Form is then entered into the SAM Computerized Maintenance Management System (CMMS). A copy of the Collections Callout Form is forwarded by email to the District and a hardcopy is filed in SAM files.
- Outside Business Hours: After hours, the On-Call Employee will complete the Collections Callout Form. This form is forwarded to the SAM Lead Collections Worker the next business day. The completed Collections Callout form is then entered into the SAM CMMS. A copy of the Collections Callout Form is forwarded by email to the District and a hardcopy is filed in SAM files.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect and include in the spill event file, at a minimum, the following information to record the complaint:

- Date, time, and method of notification,
- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant’s contact information, if available, and
- Final resolution of the complaint.

If it is a spill or backup is in the District’s service area, the collections crew (during business hours) or standby employee (after hours) will respond to the address of the complaint and do an investigation. If the complaint is not a spill, the crew members’

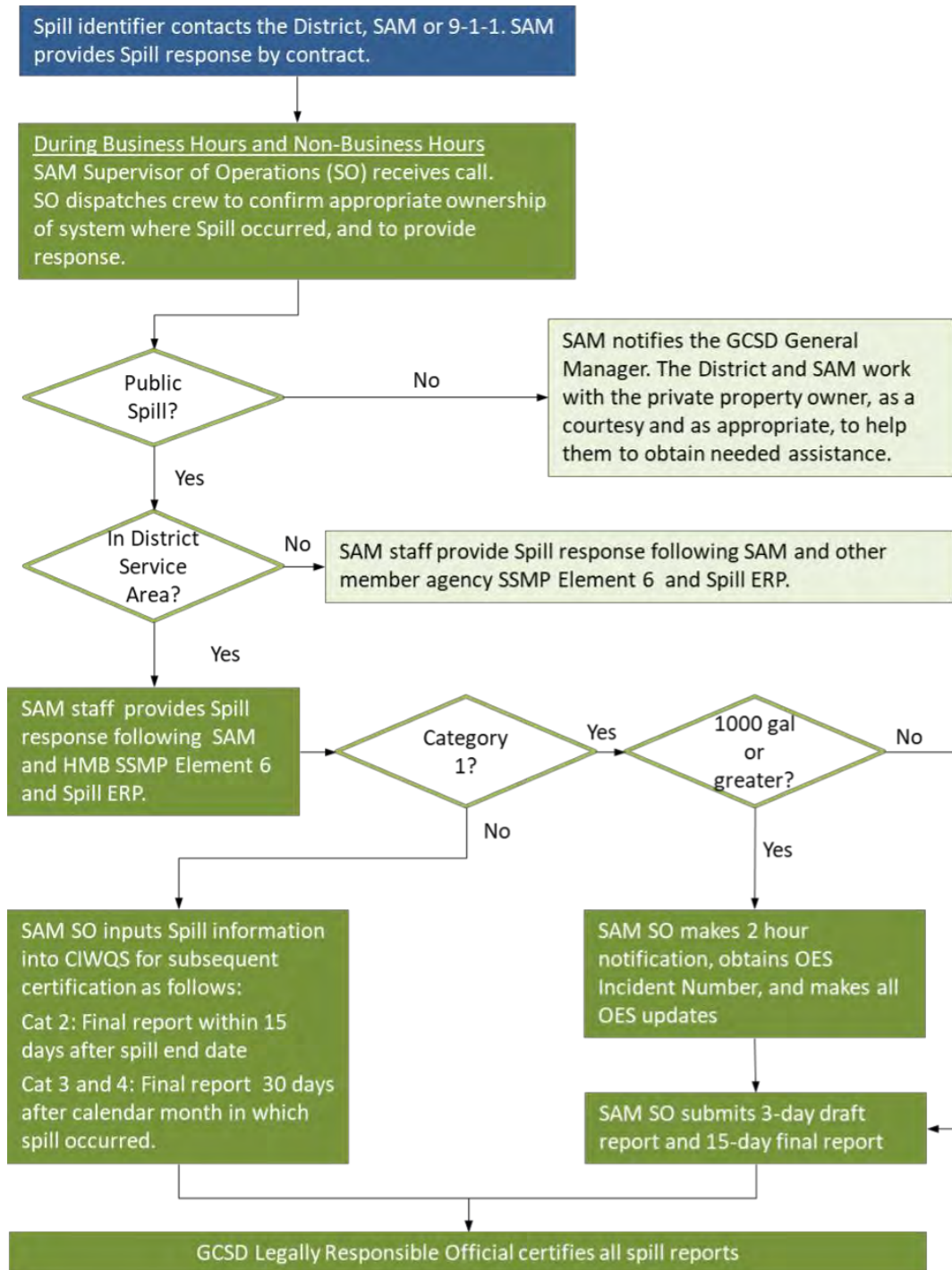
findings and actions taken, if any, are logged into the SAM CMMS using a field laptop if available. If a field laptop is not available, the information will be entered into the CMMS when the employee returns to the SAM Office.

If the complaint is a spill, the crew member will complete the SAM Sanitary Sewer Spill and Backup response workbook, enter the findings and actions taken into the SAM CMMS, and notify District LRO (General Manager and/or Assistant General Manager) to coordinate entry into CIWQS.

Lift Station Alarms – GCSD has one lift station. In the event of a station failure, the lift station alarm system is activated which alerts appropriate SAM staff. To prevent spills, wastewater from the wet well can either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole or bypass around the station into the sanitary sewer system.

District and SAM Staff Observation – SAM and District staff conduct periodic inspections of the District sewer system as part of routine activities. Any problems noted within the sewer system facilities are reported to appropriate staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

Figure 2.3 - Spill Response Communication Flowchart



EFFECTIVENESS

Key Performance Indicators

1. Have there been changes in assigned SSMP Responsibilities list and if so, were those changes noted in the SSMP Change Log?
2. Is there a process in place to ensure contact information is up to date?
3. Is there a process in place to ensure organizational charts are up to date?
4. Are service calls properly routed to appropriate personnel?
5. Were all spill response activities documented and forwarded to the LRO?

IMPLEMENTATION

| No. | Plan  | Schedule                                      | Responsible Party |     |     |
|-----|---|---|-------------------|-----|-----|
|     |   |   | MGR               | ENG | AGM |
| 2.1 | Review names, contact information, roles and responsibilities for accuracy. Update as needed. | Annually – to be completed with Annual Report | X                 |     | X   |
| 2.2 | Review contact information and chain of command with contractor (SAM). Update as needed       | Annually – to be completed with Annual Report | X                 |     | X   |

RESILIENCE

Resilience for Element 2 is addressed by:

- Ensuring that more than one person is responsible for each specific SSMP Plan Implementation.
- Designation of more than one LRO to ensure full and continuous coverage of duties.
- Maintained communication with contract collections/maintenance crews (SAM)

### 3. Legal Authority

#### REQUIREMENTS

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##### Att. D-3 (pg. D-4)

*“The Plan must include copies or an electronic link to the Enrollee’s current sewer system use ordinance, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:*

- *Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;*
- *Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;*
- *Require that sewer system components and connections be properly designed and constructed;*
- *Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;*
- *Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and*
- *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.”*

#### COMPLIANCE

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The District has legal authority to enforce SSMP requirements through the [Granada Community Services District Ordinance Code](#). Specific sections related to the SSMP are described below.

Prevention of illicit discharges - The District’s Ordinance Code Sections 503, Prohibitions and 502, Grease, Oil, and Sand Interceptors, address illicit discharges.

Section 503(01) – General prohibitions including but not limited to discharges that could interfere with, obstruct, or otherwise damage the sanitary sewer system, could endanger life or safety, could create detrimental environmental impact, or could cause the District or the Authority to be in violation of the law.

Section 503(02) – Prohibits storm drainage, ground water, and other surface waters except under certain conditions with a permit.

Section 503(03) – Prohibits unpolluted water except under certain conditions with a permit.

Section 502(01) – Outlines requirements for grease, oil and sand interceptors.

Collaboration with storm sewer agencies – San Mateo County Public Works oversees the storm sewer system within the GCSD boundaries. Current county storm sewer system maps are shared with GCSD and the SAM collections crew.

Require that sewer system components and connections be properly designed and constructed – Article IV of the District’s Ordinance Code states that the District’s adopted Standard Specifications govern the manner of construction, repair, maintenance and operation of all wastewater facilities within the District.

Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee – Section 401(07) of the District Ordinance Code specifies the District’s responsibility for the section of service lateral between the clean-out and the District’s mainline contingent upon the cleanout being accessible.

Enforcement of Ordinances and Agreements - Article VIII, Enforcement, defines the powers and authority of inspectors (Section 801), customer responsibilities for correcting violations (Section 802), termination of service (Section 803), revocation of permits (Section 804), public nuisance (Section 805), criminal penalties (Section 806), and cumulative remedies (Section 807).

Easement Accessibility Agreements - Section 404, Dedication of Sewers – Easements, defines required easements for pipelines and other District facilities.

#### EFFECTIVENESS

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##### Key Performance Indicators

1. Are the District codes and ordinances adequate for fulfilling the SSMP legal requirements?
2. Does the District have a process in place for periodic review and evaluation of legal authorities?
3. Have there been instances when the code or ordinance did not address a need or circumstance?

IMPLEMENTATION PLAN/SCHEDULE

| No. | Plan  | Scheule                                      | Responsible Party |     |     |
|-----|---|--|-------------------|-----|-----|
|     |   |  | MGR               | ENG | AGM |
| 3.1 | Review District Ordinance Code to confirm code provides necessary legal authority.                    | Every six years concurrent with SSMP update. | X                 |     | X   |
| 3.2 | Request updated storm sewer system maps from San Mateo County.  | Triennially – with SSMP Audit.               | X                 |     | X   |
| 3.3 | Monitor and document occasions when Ordinance Code failed or succeeded to address issues as intended. | Ongoing                                      | X                 |     | X   |

RESILIENCE

Resilience for Element 3 is addressed by:

- Reviewing Ordinance Code periodically.

APPENDIX ELEMENT 3 INCLUSIONS

- [Granada Community Services District Ordinance Code](#)
- [Granada Community Services District Standard Specifications](#)

## 4. Operation and Maintenance Program

### REQUIREMENTS

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*“The Plan must include the items listed below that are appropriate and applicable to the Enrollee’s system.”*

### 4.1. Updated Map of Sewer System

#### REQUIREMENTS

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##### Att. D-4.1 (pg. D-4)

*“An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.”*

#### COMPLIANCE

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The District’s sanitary sewer system map is currently stored in a cloud-based GIS and is also available to collection system staff via the SAM Lucity computerized maintenance management system (CMMS) that is shared among the SAM member agencies. The system maps include pipes including pipe lengths, diameters, and approximate year installed, and manholes including most pipe inverts. Additionally, paper map files are stored at the District office and all maps are updated as needed by the District’s mapping consultant.

The sewer maps do not include storm drain facilities. The County of San Mateo is responsible for maintaining the storm drain system including mapping. San Mateo County provides pdf copies to District staff of all storm conveyance systems within the District boundaries which are also shared with SAM collections staff.

The District map file was uploaded to SWRCB per the 2022 Order.

#### EFFECTIVENESS

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##### Key Performance Indicators

1. Were all map updates completed in a timely manner?
2. Are all staff trained in the procedure for providing map update information?
3. Are newly installed sewer assets incorporated into the system maps?
4. Are there terrain features or assets that should be incorporated in future map updates (e.g. exposed pipe, siphons, ARVs, surface water, etc.)?

IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan  | Schedule              | Responsible Party |     |     |
|-------|---|-----------------------|-------------------|-----|-----|
|       |   |                       | MGR               | ENG | AGM |
| 4.1.1 | Review/ensure all newly installed lines and facilities have been included in system maps. | As development occurs | X                 | X   | X   |

## 4.2. Preventive Operation and Maintenance Activities

### REQUIREMENTS

---

#### Att. D-4.2 (pgs. D-4/D-5)

*“A scheduling system and data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:*

- *Inspection and maintenance activities;*
- *Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;*
- *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes*

*The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.”*

### COMPLIANCE

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The District contracts with SAM to operate and maintain the District’s pump station and to clean and maintain the gravity collection system. The lift station is inspected weekly. The District, with SAM, maintains a 24 month target (2 years) for cleaning of all pipes. During cleaning, visual inspections of manholes are completed. More frequent cleaning occurs in areas known to need additional attention. This cleaning schedule is documented through SAM’s GIS system (Lucity) and [cleaning maps](#), yearly rolling total feet cleaned, and [task summaries](#) are shared with the District monthly. Maps and task summary examples are included in the Appendix for Element 4.

The contract requires SAM to be responsible for the means and methods used for cleaning, and for providing a sufficient quality of cleaning to avoid maintenance-related SSOs. In addition to providing routine sewer system cleaning, SAM develops a list that includes areas that may need a higher level of maintenance and provides this list to the District for review on an annual basis. In collaboration with SAM staff, this list is augmented to include new sites that had the potential to lead to SSOs in the prior year or that should be added to future CIP lists.

The District completes Closed-Circuit Television (CCTV) inspection and repairs through contracts with outside providers. The District also requests, from time to time, that SAM manage this work and pass these costs back to the District.

The District’s CCTV inspection program is funded through the annual budget. Starting in FY 2027, the District will add a CCTV component to its GIS system which will enable staff to monitor CCTV progress and easily access footage of segments.

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**ADDITIONAL REQUIREMENTS**

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In February 2021, The California Regional Water Quality Control Board issued Resolution No. R2-2021-0002 (RWQCB Resolution) amending the Water Quality Control Plan for the San Francisco Bay Basin. The RWQCB Resolution establishes a Total Maximum Daily Load (TMDL) and Implementation Plan for bacteria at the beaches in Pillar Point Harbor and Venice Beach. The RWQCB Resolution requires the District to prioritize sewer system inspections and repairs in areas within one-half mile of Pillar Point Harbor and Venice Beach.

The RWQCB Resolution requires the District to complete all related sewer system inspections and to schedule any necessary repairs for identified priority lines within five years of the effective TMDL date.

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**COMPLIANCE**

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Figure 4.1 on the following page shows District gravity sewer pipelines located within one-half mile of Pillar Point Harbor or Venice Beach. The entire system, including within one half mile of Pillar Point Harbor and Venice Beach is cleaned, maintained, and visually inspected every two years and additional CCTV monitoring of various sections of the system is scheduled each year.

Figure 4.1 - GCSD Sewer Lines within One-Half Mile of Pillar Point of Venice Beach



EFFECTIVENESS

Key Performance Indicators

1. Are inspections of pipes, manholes, and lift stations being completed as scheduled?
2. Are inspection and maintenance activities reducing the number of volume of spills?
3. Does the District have a system for developing/tracking historical performance/results?
4. Is maintenance work being completed as scheduled?

IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan   | Scheule      | Responsible Party |     |     |
|-------|--|--------------|-------------------|-----|-----|
|       |  |              | MGR               | ENG | AGM |
| 4.2.1 | Review monthly cleaning maps, manhole and lift station inspections and task summary. | Monthly      | X                 |     | X   |
| 4.2.2 | Review yearly cleaning totals to track with 24 month full system cleaning.           | Annually     | X                 |     | X   |
| 4.2.3 | Incorporate CCTV module into District GIS system.                                    | July 1, 2026 | X                 | X   | X   |

### 4.3. Training

REQUIREMENTS

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Att. D-4.3 (pg. D-5)

*“In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:*

- *The requirements of this general order;*
- *The Enrollee’s Spill Emergency Response Plan procedures and practice drills;*
- *Skilled estimation of spill volume for field operators; and*
- *Electronic CIWQS reporting procedures for staff submitting data.”*

COMPLIANCE

---

The District contracts with SAM to provide maintenance services and the appurtenant training including equipment training and safety training. SAM training includes spill emergency response, volume estimation, and other collection system management training as offered through the professional organization CWEA. SAM staff also receives regular training on the updated SSMP and the Spill Emergency Response Plan ([SERP](#)) which is included in the Appendix for Element 4. Additional trainings include vector operations, injury and illness prevention, hazardous communications, and various safety trainings. SAM maintains training records including date, time, place, and content, name of trainer and names of attendees.

EFFECTIVENESS

---

Key Performance Indicators

1. Has all training been completed as scheduled?
2. Have consistent records of training and attendance been consistently documented and maintained?
3. Have all staff demonstrated ability and knowledge after each training event?

| No.   | Plan  | Scheule  | Responsible Party |     |     |
|-------|---|----------|-------------------|-----|-----|
|       |   |          | MGR               | ENG | AGM |
| 4.3.1 | Review training documentation and training records with SAM Plant Superintendent. | Annually |                   |     | X   |

## 4.4. Equipment Inventory

### REQUIREMENTS

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Att.D-4.4 (pg. D-5)

*“An inventory of sewer system equipment, including the identification of critical replacement and spare parts.”*

### COMPLIANCE

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SAM, as the District’s contract responder, maintains contingency equipment and replacement part inventories as described in the SAM SSMP. The District does not keep additional equipment or spare parts on hand.

### EFFECTIVENESS

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#### Key Performance Indicators

1. Are inventory lists being audited as scheduled?
2. Have any inventory deficiencies or omissions been discovered and rectified?
3. Has the District’s contractor (SAM) experienced any equipment failure that inhibited a spill response?

### IMPLEMENTATION PLAN/SCHEDULE

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| No.   | Plan  | Scheule  | Responsible Party |     |     |
|-------|---|----------|-------------------|-----|-----|
|       |   |          | MGR               | ENG | AGM |
| 4.4.1 | Review preventive operation and maintenance activities.   | Monthly  | X                 |     | X   |
| 4.4.2 | Review training materials and schedules, and inventory lists and audits with SAM Plant Superintendent | Annually | X                 |     | X   |

### RESILIENCE

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Resilience for Element 4 is addressed by:

- Developing an SOP for updating maps when errors are discovered.
- Periodically evaluating inspection and cleaning cycle intervals to help ensure they are optimized.
- Developing schedule for District and contractor (SAM) to review training materials and schedules, and equipment inventories and audits.

APPENDIX ELEMENT 4 INCLUSIONS

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- [SAM SERP](#)
- [SAM SERP Workbook](#)
- [SAM SSMP](#)
- [SAM List of Redundant/Contingent Equipment](#)
- [Example SAM Monthly Tasks Summary](#)
- [Example SAM Monthly Cleaning Map](#)

## Specification 5.19 – Operations and Maintenance

### REQUIREMENTS

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#### Specification 5.19 (pg. 27)

*“To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.”*

### COMPLIANCE

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The District’s Maintenance and Operation agreement with SAM includes preventive cleaning and corrective maintenance of the District’s sewer conveyance system and lift station. Per that agreement all gravity lines within the District are cleaned on a biennial schedule and visual inspection of manholes and lines are performed during cleaning. Cleaning maps are shared monthly with the District and feet cleaned and manhole inspections performed are reported monthly in the SAM Management Report. Based on collaborative lists between the District and SAM, additional cleaning of areas with known maintenance issues is performed.

The District’s one lift station is inspected weekly by SAM and more thorough annual inspections and maintenance are performed by outside contractors prior to the start of the rainy season.

Per the Maintenance and Operation agreement, SAM staff responds to emergency and non-emergency calls. Call out reports are shared with District staff following SAM response.

## 5. Design and Performance Provisions

### 5.1. Updated Design Criteria and Construction Standards and Specifications

REQUIREMENTS

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Att. D-5.1 (pg. D-5)

*“Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.”*

COMPLIANCE

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The District utilizes the expertise of professional consultants in establishing design criteria for the pump station, force main, and gravity sewer rehabilitation projects. The District uses the County of San Mateo’s sanitary sewer design standards with minor modifications as its design standard for collection system pipelines. Information regarding current standards utilized by professional engineers working on the District’s infrastructure can be found in the Element 3 Appendix. Per Section 402 of the District Ordinance Code, the District’s engineering representative shall examine plans for all new mainline extensions to ensure they are in accordance with the Standard Specifications and policies of the District which are found in the Appendix of Element 3.

EFFECTIVENESS

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Key Performance Indicators

1. Are plans checked for adherence to District Standards?
2. Do plan documents include District specification drawings?

IMPLEMENTATION PLAN/SCHEDULE

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| No.   | Plan  | Scheule      | Responsible Party |     |     |
|-------|---|--------------|-------------------|-----|-----|
|       |   |              | MGR               | ENG | AGM |
| 5.1.1 | Ensure project plans include and adhere to all District Standard Specification and Details. | Each Project |                   | X   |     |

## 5.2. Procedures and Standards

### REQUIREMENTS

---

Att. D-5.2 (pg. D-5)

*“Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.”*

### COMPLIANCE

---

Per Section 403 of the District Ordinance Code, all work shall be inspected by the District or its representative during construction and before use is made of the facilities constructed. Inspections of repairs and rehabilitation projects are performed by the District’s engineering representative or a professional consultant.

### EFFECTIVENESS

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#### Key Performance Indicators

1. Were any design or installation deficiencies found during inspections
2. Are deviations from standard procedures and/or specs, testing, etc., justified and documented?

### IMPLEMENTATION PLAN/SCHEDULE

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| No.   | Plan  | Scheule      | Responsible Party |     |     |
|-------|---|--------------|-------------------|-----|-----|
|       |   |              | MGR               | ENG | AGM |
| 5.2.1 | Verify inspection records and ensure adherence to District Standards and Specifications | Each Project |                   | X   |     |

### RESILIENCE

---

Resilience for Element 5 is addressed by:

- Staying abreast of industry trends and standards.
- Performing inspections of newly installed or repaired assets to evaluate design and installation practices.
- Contracting with a professional engineering firm to provide expertise.

## 6. Spill Emergency Response Plan

### REQUIREMENTS

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#### Att.D-6 (pg. D-6)

*“The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:*

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
- *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
- *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
- *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
- *Address emergency system operations, traffic control and other necessary response activities;*
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
- *Remove sewage from the drainage conveyance system;*
- *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
- *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
- *Conduct post-spill assessments of spill response activities;*
- *Document and report spill events as required in this General Order; and*
- *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.”*

COMPLIANCE

The District contracts with the Sewer Authority Mid-Coastside for emergency spill response and follows the [SAM Spill Emergency Response Plan \(SERP\)](#) that was developed in accordance with the requirements of the Reissued WDR. The SERP is included in the Appendix of Element 4 of this SSMP. The SERP is also available on the District’s website and can also be viewed at the District office.

EFFECTIVENESS

Key Performance Indicators

1. Have spill response efforts helped prevent the discharge of sewage to surface waters?
2. Do post-spill assessments indicate staff are following the procedures outlined in the SERP?
3. Is SERP training effective and do trainees demonstrate adequate knowledge and response?

IMPLEMENTATION PLAN/SCHEDULE

| No. | Plan  | Schedule           | Responsible Party |     |     |
|-----|---|--------------------|-------------------|-----|-----|
|     |   |                    | MGR               | ENG | AGM |
| 6.1 | Review training materials and schedules with SAM Plant Superintendent | Annually in June   | X                 |     | X   |
| 6.2 | District staff to participate in SAM SERP trainings.                  | Starting June 2026 |                   |     | X   |
| 6.3 | Review SERP for any needed updates or deficiencies.                   | Annually           | X                 |     | X   |

RESILIENCE

Resilience for Element 6 is addressed by:

- Multiple staff are trained to respond to spill events.
- Provide consistent annual training.

## 7. Sewer Pipe Blockage Control Program

### REQUIREMENTS

---

#### Att. D-7 (pg.D-7)

*“The Sewer System Management Plan must include procedures for the evaluation of the Enrollee’s service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.*

*The procedures must include, at minimum:*

- *An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;*
- *A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;*
- *The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;*
- *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;*
- *Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;*
- *An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and*
- *Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.”*

### COMPLIANCE

---

SAM provides mainline cleaning to the District by contract and source control services under SAM’s non-domestic waste source control program (NDWSCP). The District and SAM collaborate to ensure adherence to the source control program. The District contracts with Mark Thomas to perform annual FOG testing. The District has not had a FOG-related SSOs in the past 10 years.

Public Outreach – The District disseminates information monthly on how to avoid FOG in pipes through social media outlets, email blasts, publicly posted flyers and the District’s website. The District provides free grease bags to the public at the District

office as well as local grocery stores. These campaigns increase during holiday seasons. Additional information warning against 'flushable' wipes is shared 3-4 times per year. District staff provide information at 3-4 public events per year.

Disposal – Through SAM, the District engages an outside contractor to do annual inspections of grease interceptors at all food service establishments. Those establishments are provided with educational information including information on proper disposal.

Legal Authority - The District's Ordinance Code Section 503 prohibits illicit discharges, including those that may obstruct flow. That ordinance is further discussed in Element 3.

Requirement to install grease removal devices, design standards, etc. - The District Ordinance Code, Section 502 outlines requirements for the use of grease interceptors, the standards for design, inspection and cleaning readiness, and maintenance. The ordinance code and the District's Standards and Specifications can be found in the appendix of Element 3 of this document.

Inspection and Enforcement Authority – Sections 801 through 805 of the District Ordinance Code provides the District the authority to inspect, issue violations, terminate sewer service, revoke permits, and issue fines to ensure compliance with the District Code. The District, through SAM, contracts with an outside inspector to determine if food service establishments are in compliance with the District Code.

High Maintenance Areas – The majority of the food service establishments within the District are concentrated in a commercial area. Preventive maintenance and cleaning are performed more frequently on the affected lines.

#### EFFECTIVENESS

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#### Key Performance Indicators

1. Have there been any blockages/spills from any identified problem area?
2. Is the District receiving feedback on public outreach efforts?
3. Is debris and other sewage solids collected during cleaning activities being disposed of appropriately?
4. Does the District have a plan and schedule for inspection of grease producing facilities (and is schedule appropriate or require amendments)? Was the schedule adhered to?
5. Have there been spills due to excessive fats, oil, grease, roots, or non-disposable wipes discovered in the sewer system?
6. Are there repeat offenders among food service establishments?

## IMPLEMENTATION PLAN/SCHEDULE

| No. | Plan   | Schedule                          | Responsible Party |     |     |
|-----|--|-----------------------------------|-------------------|-----|-----|
|     |  |                                   | MGR               | ENG | AGM |
| 7.1 | Review of grease interceptor inspection reports, follow up with violators as needed. | Annually in September             |                   |     | X   |
| 7.2 | Create outreach calendar for year including social media touches and events.         | September 2026 and then annually. |                   |     | X   |
| 7.3 | Review SAM cleaning schedules of high maintenance/FOG likely areas.                  | Annually                          |                   |     | X   |
| 7.4 | CCTV of high maintenance/FOG likely areas.   | June 2026                         | X                 |     | X   |

## RESILIENCE

Resilience for Element 7 is addressed by:

- Inspect assets directly downstream of grease producing businesses to ensure source control is effective.
- Develop outreach doorhangers or flyers to perform targeted outreach when discoveries are made in the field.
- Perform regular assessments of system assets to monitor performance.
- Establish a QA/QC process for evaluating pipe cleaning effectiveness.

## 8. System Evaluation, Capacity Assurance, Capital Improvements

### REQUIREMENTS

---

#### Att. D-8 (pg. D-7)

*“The Plan must include procedures and activities for*

- *Routine evaluation and assessment of system conditions,*
- *Capacity assessment and design criteria,*
- *Prioritization of corrective actions,*
- *Capital Improvement Plan*

### 8.1. System Evaluation and Condition Assessment

#### REQUIREMENTS

---

#### Att.D-8.1 (pgs. D-7/D-8)

*The plan must include procedures to:*

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available.*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year.*
- *Prioritize the condition assessment of system areas that:*
- *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies.*
- *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas.*
- *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List (check with your local Regional Water Quality Control Board for their latest lists).*
- *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.*
- *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities,*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to sea level rise; flooding and/or erosion due to*

*increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.”*

#### COMPLIANCE

---

Evaluation of System –The District conducts evaluation of the system through its annual cleaning and inspection schedule contracted with SAM, CCTV, and pipeline replacement. The District has established a long-term goal of replacing all sewer pipes installed in the 1920s due to their advanced age as well as segments identified by SAM’s maintenance crew as having elevated operational or structural risk. The remaining 1920s lines represent less than 1% of the overall system and are prioritized for the next capital improvement program. In the past five years, the District has experienced one Category 3 spill.

Identify percentage of system to be assessed – The District’s entire system is cleaned and maintained every two years with additional cleaning in areas identified as needing higher maintenance. Additionally, the District completed a CCTV assessment of older segments and high maintenance segments in December of 2025 and will complete additional CCTV in April of 2026.

Prioritize condition assessment areas - As previously discussed in Element 4, in addition to assessing older or problem segments, the District also complies with the California Regional Water Quality Control Board issued Resolution No. R2-2021-0002 (RWQCB Resolution) amending the Water Quality Control Plan for the San Francisco Bay Basin. The RWQCB Resolution requires the District to prioritize sewer system inspections and repairs in areas within one half mile of Pillar Point Harbor and Venice Beach.

System assessment – The system (including manholes) is visually assessed as part of cleaning. CCTV is performed on older segments and problem segments and additional CCTV is scheduled for all areas within one half mile of Pillar Point Harbor and Venice Beach. The District’s one lift station is inspected weekly with more thorough inspections annually.

Exiting of sewage from the system – The District is not aware of any section of its system allowing for the exiting of sewage.

Record keeping – The District maintains digital records of monthly cleaning maps. Additionally, maintenance callouts are logged in the District’s GIS system. The District is incorporating a module for maintaining CCTV records and video into its GIS system in fiscal year 2026/27 which will also include PACP and MACP coding.

Climate change – The District has not performed independent studies on sea level rise or climate change and the potential impacts on its wastewater system. However, the District is involved in the San Mateo County Department of Emergency Management’s Climate Resilience Infrastructure Strategic Plan (CRISP) and collaborates with other agencies to understand and address the impacts of climate change in the area.

EFFECTIVENESS

Key Performance Indicators

1. Is the District adhering to inspection schedules?
2. Are inspections being reviewed in a timely manner and are deficiencies addressed in a timely manner?

IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan   | Schedule  | Responsible Party |     |     |
|-------|--|-----------|-------------------|-----|-----|
|       |  |           | MGR               | ENG | AGM |
| 8.1.1 | Identify and perform CCTV on selected areas of system to assess for deficiencies.                          | Annually  | X                 | X   | X   |
| 8.1.2 | Review cleaning maps and tasks summary provided by SAM collections crew.                                   | Monthly   | X                 |     | X   |
| 8.1.3 | Discuss problem areas with SAM collections crew to identify possible projects for inclusion in future CIPs | Ongoing   | X                 | X   | X   |
| 8.1.4 | Review spills and causes and make changes to maintenance programs.   | Per event | X                 | X   | X   |

## 8.2. Capacity Assessment and Design Criteria

### REQUIREMENTS

---

#### Att. D-8.2 (pgs. D-8/D-9)

*“The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:*

- *Dry-weather peak flow conditions that cause or contribute to spill events.*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events.*
- *The capacity of key system components.*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.”*

*The capacity assessment must consider:*

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information.*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions.*
- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change.*
- *Increases of erosive forces in canyons and streams near underground and aboveground system components due to larger and/or higher-intensity storm events.*
- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities.”*

### COMPLIANCE

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The District’s flow rates are monitored by SAM and reviewed monthly by District staff and the governing board, and flow rates have remained mostly static in the past five years. The District is at near build-out capacity, and development within District boundaries is extremely low with an average of four to five new connections per year. The District has not experienced spills due to capacity deficiencies. In 2025, the District purchased a redundant backup pump for its one pump station.

EFFECTIVENESS

Key Performance Indicators

1. Has the District experienced capacity-related spills or surcharge condition during the audit period?
2. Has there been any changes to zoning designations (residential commercial, industrial)?
3. Has there been changes in rain event occurrences, intensity, and duration?

IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan   | Scheule   | Responsible Party |     |     |
|-------|--|-----------|-------------------|-----|-----|
|       |  |           | MGR               | ENG | AGM |
| 8.2.1 | Develop plan and budget for comprehensive I&I study of District's collection system. | July 2030 | X                 | X   | X   |
| 8.2.3 | Implement I&I Study.   | 2030-2031 | X                 | X   | X   |

### 8.3. Prioritization of Corrective Actions

REQUIREMENTS

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Att. D-8.3 (pg. D-9)

*“The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.”*

COMPLIANCE

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The District approaches capital improvements by prioritizing projects and dividing them into three phases to be completed over the course of 6 years. With this six-year cyclic approach, the District is able to address immediate and long term corrective actions while still taking advantage of economies of scale.

EFFECTIVENESS

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Key Performance Indicators

1. Has the District adhered to its system evaluation/condition assessment efforts?
2. Has the District adhered to its prioritization/corrective actions for sewer and capacity improvement projects?
3. Have projects been completed before deficiencies caused failures?

IMPLEMENTATION PLAN/SCHEDULE

---

| No.   | Plan  | Scheule       | Responsible Party |     |     |
|-------|---|---------------|-------------------|-----|-----|
|       |   |               | MGR               | ENG | AGM |
| 8.3.1 | Six-year plan development based on 2025 CCTV and visual assessments.        | December 2026 | X                 | X   | X   |
| 8.3.2 | Maintain records of system evaluation and condition assessment inspections. | Ongoing       | X                 | X   | X   |

## 8.4. Capital Improvement Plan

### REQUIREMENTS

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#### Att. D-8.4 (pg. D-9)

*“The capital improvement plan must include the following items:*

- *Project schedules include completion dates for all portions of the capital improvement program.*
- *Internal and external project funding sources for each project.*
- *Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.”*

### COMPLIANCE

---

The District prepares cyclical six-year capital improvement plans broken into three two-year phases allowing flexibility to re-prioritize projects based on new needs or information. The District budgets approximately \$200,000 per year for replacing or rehabilitating the collection system and generally constructs a CIP project every other year in order to take advantage of economies of scale. By following this schedule, the District is able to budget for planned CIP projects without using reserves. Sewer service charges cover operating and administrative expenses and will increase by 5% each year through 2029/30 at which point rates will be reevaluated.

District staff and the District engineer are finalizing the plan for the next six-year CIP based on information gathered at the end of 2025. The focus of that plan will be to complete replacement of any remaining 1920’s pipes, repair and replacement of high maintenance segments of the collection system, and rehabilitation of problem manholes. That work will occur between 2026-2032.

The District additionally allocates approximately \$500,000-\$700,000 annually toward SAM infrastructure projects as part of the JPA agreement. Addressing overall SAM capacity helps ensure the District’s own capacity needs are met.

### EFFECTIVENESS

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#### Key Performance Indicators

1. Has the District’s capital improvement plan been adhered to?
2. Has the District performed annual review of the capital improvement plan in order to adjust based on new findings?

IMPLEMENTATION PLAN/SCHEDULE

| No.   | Plan  | Schedule  | Responsible Party |     |     |
|-------|---|-----------|-------------------|-----|-----|
|       |   |           | MGR               | ENG | AGM |
| 8.4.1 | Evaluate and prioritize CIP projects based on new information gathered from system assessments. | Annually  | X                 | X   | X   |
| 8.4.2 | Evaluate budget to ensure sufficient funding for needed CIP projects.                           | Annually  | X                 |     | X   |
| 8.4.3 | Address smaller or more immediate projects as they arise.                                       | Per event | X                 | X   | x   |

RESILIENCE

Resilience for Element 8 is addressed by:

- Is there an annual review of capital improvement plan and necessary budget by all necessary individuals?

## 9. Monitoring, Measurement, Program Modifications

### REQUIREMENTS

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#### Att. D-9 (pg. D-9)

*“The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:*

- *Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities.*
- *Monitoring the implementation and measuring the effectiveness of each Plan Element.*
- *Assessing the success of the preventive operation and maintenance activities.*
- *Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and*
- *Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.”*

### COMPLIANCE

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Maintaining information – Monthly cleaning records are maintained by SAM in the Lucity CMMS system and cleaning maps and CCTV footage are stored digitally by the District. Additional monthly summaries are provided to the District by SAM that include rolling totals of pipes cleaned, inspections of manholes and lift station and work orders. A CCTV module for maintaining and accessing CCTV data will be added to the District’s GIS system in 2026/27. All maintenance calls are logged in the District GIS system.

Monitoring implementation and effectiveness of the SSMP – Key performance indicators and implementation plans have been developed for each element of the plan. Staff identified in Element two of the plan will be able to measure effectiveness and timeliness of each element based on the established schedules and goals

Assessing preventive and maintenance activities – The District constantly assesses the preventive and maintenance activities by establishing cleaning and inspection targets, monitoring progress toward those targets on a monthly and annual basis and by monitoring spill trends.

Updating the SSMP – The District considers the SSMP a living document whose elements should be regularly reviewed, edited, and updated as needed through the change log and triennial audit.

Identifying spill trends – The District monitors spill trends using data from the GIS system, CIWQS, and through the Lucity CMMS system in cooperation with SAM.

EFFECTIVENESS

Key Performance Indicators

1. Are SSMP elements being periodically evaluated for effectiveness?
2. Are preventive and maintenance activities being documented?
3. Have changes been made to work programs and procedures because of program assessments?
4. Are trends being monitored and corrective action taken as necessary?

IMPLEMENTATION PLAN/SCHEDULE

| No. | Plan   | Scheule   | Responsible Party |     |     |
|-----|--|---|-------------------|-----|-----|
|     |  |   | MGR               | ENG | AGM |
| 9.1 | Review of cleaning/preventive maintenance work programs. | Monthly with final annual review – June of each year. | X                 | X   | X   |
| 9.2 | Updates to SSMP based on assessments.                    | As needed or following triennial audit.               | X                 |     | X   |
| 9.3 | Monitor and evaluate spill trends. Document efforts.     | Annually  | X                 | X   | x   |

RESILIENCE

Resilience for Element 9 is addressed by:

- Development of key performance indicators to measure effectiveness of the SSMP.
- Performance of periodic reviews of the SSMP to ensure the plan is being properly implemented.
- Developing and adhering to a timeline to correct deficiencies found during the audit process.
- Periodically evaluate work programs to help ensure effectiveness.

## 10. Internal Audits

### REQUIREMENTS

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#### Att. D-10 (pg. D-10)

*“The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.”*

### COMPLIANCE

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The District’s most recent Audit was completed for the period May 2022 through May 2025 (included in Appendix for Element 1) and triennial audits will be performed going forward as required. Audits will address compliance, implementation, and effectiveness of all elements of the SSMP.

Compliance – The District will review requirements of all elements to ensure ongoing compliance.

Implementation – Review of implementation plans to ensure they are being adhered to and updated as goals are met and new tasks are scheduled.

Effectiveness – Review of key performance indicators to ensure the District is addressing effectiveness of each element.

### EFFECTIVENESS

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#### Key Performance Indicators

1. Have audits been performed as required?
2. Have the audits assessed compliance, implementation, and effectiveness?
3. Have deficiencies been identified?
4. Has a plan and schedule to rectify the deficiencies been established?

### IMPLEMENTATION PLAN/SCHEDULE

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| No.  | Plan                                   | Scheule                     | Responsible Party |     |     |
|------|--|-----------------------------|-------------------|-----|-----|
|      |  |                             | MGR               | ENG | AGM |
| 10.1 | Address items identified in 2025 Audit | 05/1/2026 with updated SSMP | X                 |     | X   |
| 10.2 | Prepare for next SSMP Audit            | Begin 5/2/2028              | X                 |     | X   |
| 10.3 | Complete and upload next SSMP Audit    | By 11/2/2028                | X                 |     | X   |

RESILIENCE

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Resilience for Element 10 is addressed by:

- Periodically evaluate key performance indicators to assess effectiveness of each element and adherence to implementation plans/schedules prior to the audit.
- Evaluate previous audit to ensure deficiencies have been rectified.
- Calendar the audit due dates and complete the audit on time.

## 11. Communication Program

### REQUIREMENTS

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#### Att. D-11 (pg. D-10)

“The Plan must include procedures for the Enrollee to communicate with:

- *The public for:*
- *Spills and discharges resulting in closures of public areas, or that enter a source of drinking water; and*
- *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*
- *Owners/operators of systems that connect into the Enrollee’s system, including satellite systems, for:*
- *System operation, maintenance, and capital improvement-related activities.”*

#### Compliance

Spills – The District contracts with SAM for spill response. Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. San Mateo County Environmental Health Services Department instructions and directions regarding placement and language of public warnings will be followed. Creeks, streams, and beaches that have been contaminated as a result of a spill will have signs posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels.

Public Participation - The District holds public meetings on the third Thursday of each month at 7:00 p.m. at the District office. Meeting agendas are posted at the District office, on the District website, and at the El Granada Post Office. New information related to the SSMP is discussed at these meetings when available. The public may ask any questions or provide comments on the SSMP and its elements at the public meeting or directly with staff outside of public meetings. The District posts its SSMP on the District website and maintains a paper copy of the SSMP in the District office which can be made available during business hours.

Satellite Systems – The District has not have any satellite systems.

### EFFECTIVENESS

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#### Key Performance Indicators

1. Does the District place all SSMP action items on the agenda for regular board meetings?
2. Does the District perform outreach to residential customers?

## IMPLEMENTATION PLAN/SCHEDULE

| No.  | Plan  | Schedule   | Responsible Party |     |     |
|------|---|--|-------------------|-----|-----|
|      |   |  | MGR               | ENG | AGM |
| 11.1 | Ensure the District Board approves the SSMP per schedule. | Board review and approval, April 16, 2026 (for 5/1/26 submittal) | X                 |     | X   |
| 11.2 | Ensure current SSMP is posted on District website.        | By June 30 following each updated submittal.                     | X                 |     | X   |

## RESILIENCE

- Use the Sewer System Management Plan as a tool to communicate with the public how the agency is managing the system.
- Maintain a consistent presence with the public in the service area by attending community events or issuing periodic newsletters or other communications to the public.
- Make it clear and easy for the public to contact the agency and review the Sewer System Management Plan and appropriate supporting documents.

## LIST OF APPENDICES

|                   |   |
|-------------------|---|
| <p>ELEMENT 1</p>  | <ul style="list-style-type: none"> <li>• SSMP Audit for period of May 2022 through May 2025.</li> <li>• Collections, Operation and Maintenance Contract with Sewer Authority Mid-Coastside.</li> <li>• Sewer Authority Mid-Coastside Exercise of Joint Powers Agreement (JPA).</li> <li>• GCSD Sewer Budget FY25/26.</li> </ul> |
| <p>ELEMENT 2</p>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 3</p>  | <ul style="list-style-type: none"> <li>• Granada Community Services District Ordinance Code</li> <li>• Granada Community Services District Standard Specifications</li> </ul>   |
| <p>ELEMENT 4</p>  | <ul style="list-style-type: none"> <li>• SAM SERP</li> <li>• SAM SERP Workbook</li> <li>• SAM SSMP</li> <li>• SAM List of Redundant/Contingent Equipment</li> <li>• Example SAM Monthly Tasks Summary</li> <li>• Example SAM Monthly Cleaning Map</li> </ul>  |
| <p>ELEMENT 5</p>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 6</p>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 7</p>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 8</p>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 9</p>  | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 10</p> | <ul style="list-style-type: none"> <li>• None</li> </ul>  |
| <p>ELEMENT 11</p> | <ul style="list-style-type: none"> <li>• None</li> </ul>  |

April 8, 2026

## Memorandum

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

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

We have prepared an outline for the new 6-year CIP which is being reviewed by staff. If approved, we will begin permitting and the preliminary design of Project 1.

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

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

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

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



# GRANADA COMMUNITY SERVICES DISTRICT

## AGENDA MEMORANDUM

To: Board of Directors  
 From: Hope Atmore  
 Subject: Administrative Staff Report  
 Date: March 13 to April 9, 2026

This report serves as a general update for the Board from staff since the March 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.

- CCTV/cleaning scheduled for Princeton area
- Completed Annual Report for the State Water Resources Control Board
- NetFile Reporting – 100% Completed Filings
- Ongoing work on Sewer Service Management Plan update

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

| Date    | Requestor | Documents Requested  | Response          |
|---------|-----------|--|-------------------|
| 2/13/26 | J. Grant  | Correspondence regarding Jill Grant or censure of Jill Grant or the property located at 121 Magellan Ave, Half Moon Bay. | Completed 3/27/26 |
| 3/23/26 | O. Smith  | Vendor Payment Report Jan 2022-Feb 2026  | Completed 4/3/26  |

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

| Date    | Class | Owner/Agent | APN          | Address              | Sq. Ft. | Zone   |
|---------|-------|-------------|--------------|----------------------|---------|--------|
| 3/31/26 | CL3   | Andersen    | 047-222-030+ | TBD Dolores St, EG   | N/A     | R1/S17 |
| 4/08/26 | 1A    | Hoelscher   | 047-124-070  | 135 Valencia Ave, EG | 5,000   | R1/S17 |

**PERMITS ISSUED** - There were no permits issued during this period.

**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, March 23, 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/86455171835?pwd=huJwPsfm7LvcwmCYfhWdezNNIYUzts.1>

Meeting ID: 864 5517 1835

Passcode: 285461

669 900 6833 US (San Jose)

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended. SAM Board meetings are conducted as business meetings, and public commenters are reminded to comment in a manner respectful of all persons, and on subject matter that is germane to the Board's business. Persons who fail to adhere to this expectation are subject to muting of their microphones and/or removal from the meeting in the event of disruptive behavior. If you have a disability and require special assistance related to participating in this meeting, please contact the Authority at least two working days in advance of the meeting at (650) 726-0124 or via email at [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org).

**1. CALL TO ORDER**

|               |                      |                              |
|---------------|----------------------|------------------------------|
| A. Roll Call: | Chair:               | Kathryn Slater-Carter (MWSD) |
|               | Vice-Chair:          | 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 March 23, 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 March 9, 2026, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for March 23, 2026 **(Attachment)**
- C. Monthly Revenue and Expense Report for Period Ending February 28, 2026 **(Attachment)**

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

- A. Accept the Quarterly Financial Report for the 2nd Quarter of Fiscal Year 2025-26 **(Attachment)**

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Managers’ Report – February 2026

**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.)*

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: April 13, 2026, and April 27, 2026

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

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**INFORMATION FOR THE PUBLIC**

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



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

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** March 23, 2026  
**SUBJECT:** **Monthly Manager’s Report – February 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 *February 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           | 1.156        | 58.81%        |
| Granada CSD             | 0.350        | 17.81%        |
| <u>Montara W&amp;SD</u> | <u>0.460</u> | <u>23.38%</u> |
| Total                   | 1.966        | 100.0%        |

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

**Administration**

There was one Regular Board Meeting in the month of February 2026, and no public record requested. There were no articles in the Half Moon Bay Review. There were four articles in the Coastside Buzz Mentions Public Alert. Sewer Authority Mid-Coastside Force Main in Montara Project to Begin Preliminary “Potholing” Excavations; Expect Limited Lane and Shoulder Closures 2/9/2026 to 3/13/2026(February 5, 2026),and Sewer Authority Mid-Coastside Reviews Power Purchase Agreement for a Proposed Solar and Battery Storage Project and Sets Public Hearing for Next Meeting. (February 12, 2026), and Half Moon Bay Not to Appeal Santa Clara Judge’s 8/2/2025 Ruling on Sewer Authority Lawsuit in Favor of Granada and Montara; Litigation Cost Discussions Extended to End of February 2026.(February 19, 2026),and After Sewer Authority Litigation Loss Against GCSD and MWSD, Half Moon Bay to Pick Up 60% of IPS Replacement Cost; Councilmembers to Explore Coastside-Wide Wastewater Service Options .(February 19, 2026).There were no new hires in the month of January. There were no Anniversary in the month of February.

**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 minimal, but we did need to add poly at the front end of the basin to assist with a little bit of foam again. The Poly helps to put the foam back into solution and keeps it from collecting too much on the surface.

Effluent BOD results averaged 11.0 mg/l this month. Our highest result this month was 18 mg/L.

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

Training this month (2/4), we had safety training with Du-all, we encouraged folks from the member agencies to attend any of the training that will relate to them. This month we had refresher on Hazardous Waste, Spill Prevention, Hazardous communication,

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|                    |              |            |                  |
|--------------------|--------------|------------|------------------|
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|                    | B. Softky    | M. Allen   |                  |

and Hazardous waste management. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

We keep having Boiler fail alarms at very inconvenient hours of the night. We are trying to sort out the issue. We do know the boiler needs to be cleaned and there is a switch we believe is not functioning properly, but we are unable to do this work until the installation of the second boiler is complete. The installation of the second boiler should be complete by end of March.

At the end of February Calcon installed a disconnect switch for the administration building. This will allow us to switch the administration from utility power and or plant generator to a portable generator. This has and will come into use during periods where major electrical work is being performed in the plant requiring a complete shutdown.

During the month of February 2025 rainfall was below the historic normal for Half Moon Bay. The NOAA 10-year average for the area is 3.721 inches of rain for January, (5.2 inches is considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 4.13 inches, (from the NOAA gauge at the plant), the trees might be an issue on this gauge. Our roof top had 4.52 at the plant, 4.55 inches in the GCSD service area, and 5.09 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 February 2026.**

- 2/1/2026 – Sunday – Single operator on shift, boiler tripped again, able to reset. \*\*Mud room fire alarm on test overnight again.
- 2/2/2026 – Calcon in doing electrical work, set up a UPS on new boiler control panel and work on water line valve issue, RF McDonald in working on boiler.
- 2/3/2026 - Boiler tripped again, contacted Rf MacDonald to report findings, \*\*Rep from DXP here ,( Andrew Jones ), to look at chemical pumps and take some more measurements for possible replacement.
- 2/4/2026 - Day 1 alpha samples, Calcon doing electrical work, Herc into service stand by pump at Princeton, work on tuning boiler loop. Du-all safety training, Haz waste, Spill prevention, Haz com, Haz waste management.
- 2/5/2026 - Added some poly to MLSS basin, Calcon in doing electrical, cleaned all MLSS basin DO probes. \*\*Responded to PG&E planned power outage that affected the Montara P.S. and the Niagra lift station.

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

- 2/6/2026 - Daily operator rounds and duties. Continue adding polymer to both aeration tanks to remove excess foam on surface of the MLSS. Calcon is at the plant working in MB1 building.
- 2/7/2026 - Saturday - Daily ops rounds and duties. Pedro's cleaning service in the admin building.
- 2/8/2026 - Sunday - Daily ops rounds and duties. Normal day with no issues.
- 2/9/2026 - Daily ops rounds and duties. Polymer addition to aeration basin #3. \*\*GSE is at the plant working on grit pumps. Collect 2<sup>nd</sup> day ALPHA LAB samples.
- 2/10/2026 - Daily ops rounds and duties. \*\*GSE is here at the plant working on grit pumps. Continue adding polymer to the MLSS tanks. RF McDonald is here working on boiler #1. CALCON is working on the grit pump timer switch due to program issues. Boiler #1 failed late in the evening.
- 2/11/2026 - Daily ops rounds and duties. Boiler #1 failed (low fire switch), reset and worked ok. Johnson Controls is performing quarterly inspection at the plant. Exercised all influent pumps. Continue adding polymer to AB 3 only due to high foam on surface.
- 2/12/2026 - Daily operator rounds and duties. Boiler #1 failed, low fire switch, reset and worked ok. Added polymer to AB #3. Set up 6" trash pump out at Princeton pump station in case we get a large amount of rain. Cleaned the chlorine contact tank #2.
- 2/13/2026 - Daily operator rounds and duties. \*\*SCADA/IGNITION no communication, all trends are flat, Calcon looking into the issue. \*\*Calcon also replaced the drive on the main server as it failed. Continue adding polymer to the MLSS tank #3. Boiler #1 failed late in the evening.
- 2/14/2026 - Saturday - Daily ops rounds and duties. Add polymer to MLSS tank #3. Normal day, single op on shift.
- 2/15/2026 - Sunday - Daily ops rounds and duties. Fill a couple polymer totes during the day. Single op on shift.
- 2/16/2026 - Holiday - Daily ops rounds and duties. Continue adding polymer to MLSS tank #3. Collect Alpha Lab samples day 1. Parts (valve) delivery to the plant.

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|                           |              |            |                  |
|---------------------------|--------------|------------|------------------|
| <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   |                  |

- 2/17/2026 - Daily ops rounds and duties. \*\*Power outage all coast, reset all alarms at the plant and pump stations. Hypochlorite delivery to the plant. Pick up Alpha Lab samples day 2. Isolate and lock out primary loop pump #1 due to water leak. \*\*Met with DXP regarding chemical pumps. \*\*Meeting with SRT and GSE about final effluent pump construction work.
  
- 2/18/2026 - Daily ops rounds and duties. Clean all MLSS DO probe meters. \*\*RF McDonald here for boiler #2 replacement project, should be happening soon . Change RAS ratio on secondary clarifiers.
  
- 2/19/2026 - Daily operator rounds and duties. \*\*High winds and rain. Montara pump station pump 1 failed, reset VFD, all good now. Calcon is at the plant looking into boiler #2 project. Unblock rain gauge meter on top of admin building. Remove lock from primary loop pump 1 and place back in service. Blower #3 communication failure in the afternoon, reset VFD and cleared the alarm.
  
- 2/20/2026 - Daily Operator rounds and duties. Boiler failed, reset, and worked ok. Continue adding polymer to the MLSS tank #3 to control the foam on the surface. \*\*Precision IT is here to replace the UPS for the SCADA server. Set up 2” pump in AB1 to remove water form tank.
  
- 2/21/2026 - Saturday - Daily ops rounds and duties. Fill up a couple mixed polymer totes during the day.
  
- 2/22/2026 - Sunday - Daily ops rounds and duties. Boiler #1 failed a little after midnight, reset boiler, and worked ok.
  
- 2/23/2026 - Daily ops rounds and duties. Add polymer to AB3. \*\*Calcon is at the plant working on the #1 water tank solenoid valve and bypass line to fill up tank. Run grit pump #1 to test the seal, looks to be working.
  
- 2/24/2026 - Daily ops rounds and duties. Inspect all fire extinguishers, inspect all eye wash stations. Calcon is at the plant working on electrical equipment. Locate generator next to Lab building for Saturday’s admin building shutdown work. Change CL2 to RAS to 42 lbs. per day. Unplug and re-connect the de-ragger unit at Portola station, been acting up lately.
  
- 2/25/2026 - Daily ops rounds and duties. Calcon is at the plant working on the RDT and electrical equipment in the final effluent building. Clean all 4 MLSS DO probe meters. Collect samples for ALPHA LAB Day 2. Set up valves and WAS pump to temporarily waste to the primaries. Break down the 6” trash pump set up at Princeton pump station and set aside.

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|                           |              |            |                  |
|---------------------------|--------------|------------|------------------|
| <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   |                  |

- 2/26/2026 - Daily operator rounds and duties. Start WAS pump 1 and waste to headworks. Add polymer to AB 3. Calcon at the plant working on the RDT retro. Mechanics replaced flapper valve on influent pump 4, test pump and same result, pump still hammers.
  
- 2/27/2026 - Daily operator rounds and duties. \*\*Calcon is at the plant working on the RDT cabinet and programming. Continue adding polymer to the MLSS tank 3. \*\*Found a small fuel leak on the HERC rental pump, stationed at Princeton pump station, moved pump to a more level area, and cleaned up with absorbent.
  
- 2/28/2026 - Saturday - Daily ops rounds and duties. Start RDT with no issues after being down for a few days. \*\*Calcon is here in the admin building, power shut down for a few hours while they perform work. Lost communication at both Portola and Princeton pump stations, reset alarms. Replace tubing for influent sampler.

**Other activities are listed below:**

There were 11 deliveries (approximately 7,450 gallons) of truck waste discharged at the SAM Plant for a total revenue of \$ 745.00. There were no leachate deliveries to the SAM IPS line in the month of February 2026, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 31,725 feet of sewer line and responded to nineteen calls in contract service areas. Seven calls were sewer line related, and twelve were maintenance service calls, (some of the calls were to multiple locations due to weather). Nine of the callouts were during regular business hours or started during regular business hours and went into overtime. The other ten calls were after-hour callouts. Eleven were in the HMB service area, one was in the GCSD service area, seven were in the MWSD service area during the month of February 2026.

HMB – The sewer related calls in the HMB service area was as follows; 2/2 - Call for splashing sound by railroad ave. When crew arrived the found flow from main going into the overflow line due to a blockage of rags and grease. Crew Flushed main line to restore flow. This section of line has a belie in it which causes this to recur. 2/4 - Call for an odor in house. When crew arrived, they could not detect an odor. They did flush the main line finding

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

some rags, grease, debris but there was no back up that might have caused an odor. 2/6 - Call for odor by Central Ave. When the crew arrived, there was no odor to be detected. Upstream and downstream manholes were running well. Homeowner was going to call a plumber to see if it was inside their property somewhere. 2/9 - Relocated smart cover for I & I investigative work with city staff. 2/14 - This was an odd one, it seemed to be a lateral but it feed is a 6 inch into the manhole which would indicate a main. We restored flow but since they are the house also suggested they might want to run extra water occasionally. 2/27 - Call from City Hall regarding a sewer back up. It appeared to be caused by lots of paper and wipes. Crew restored flow and advised not to flush wipes.

The maintenance related calls in the HMB service area during February were as follows; 2/4 - Bell moon station alarm. Station was showing trouble on HDMI, and the station was functioning normally. Possible power glitch, reset alarms and check station for normal operation. 2/10 - Pelican point LS alarm due to high winds. Power was restored upon arrival. Reset alarms and checked station for normal operation. Genny ran 0.4 hrs. 2/10 - Ocean Colony LS alarm due to high winds. Power was restored upon arrival. Reset alarms and checked station for normal operation. Genny ran 0.3 hrs. 2/17 - All HMB stations in alarm due to power glitch. Reset alarms and checked stations for normal operation. Pelican point genny ran for 0.8 hrs. Ocean Colony Genny ran for 0.2 hrs. 2/19 - Ocean Colony in alarm due to power failure. Heavy rain and wind. Power restored about 13:45, reset alarms and checked for normal operation. Genny ran for 8.5 hrs.

GCSD – There were no sewer related calls in the GCSD service area during the month of February 2026.

The maintenance service call in the GCSD service area during the month of February was as follows; 2/17 - Naples beach station alarm due to brief power outage. Genny ran for 0.1 hrs. Reset alarms and checked station for normal operation.

MWSD – The sewer line related call in the MWSD service area was as follows; 2/6 - Call for possible sewer leak. This was an area we were at about a year ago, it's not a sewer leak, more likely water issue as it is in line with the meter. All local agencies were called and are aware.

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

The maintenance service calls in the MWSD service area during the month of February were as follows: 2/5 - Niagra station fault alarm due to planned PG&E power outage. Checked station for operation until power was restored. Reset alarms and checked for normal operation. 2/14 - Vallemar station alarm likely due to weather. Possible power glitch. Genny did not run. Reset alarms and checked station for normal operation. 2/17 - All MWSD station in alarm due to power outage. Checked all stations, reset alarms, and checked for normal operation. Genny's that ran - Date / Harte 0.07, Kanoff 0.1, Vallemar, 0.1, Cali 0.53, Airport 0.12 hrs. 2/19 - Date Harte LS in alarm due to power failure. Heavy wind and rain. Power restored at about 09:00. Reset alarms and checked station for normal operation. Genny ran 3.78 hrs. 2/19 - Airport station power loss due to PG&E pole replacement. Power was restored about 12.5 hours later. Reset alarms and checked station for normal operation. 2/26 - Seal cove #2 station in alarm, VFD over current. Pump had sucked a rag into it. Pulled the pump the following day and washed out the wet well. Pump issue was resolved, reset all alarms, and checked for normal operation.

The February 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 (IPS), and zero (0) category 4 SSO's, during the month of February 2026.

**Staff Recommendation**

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

**Supporting Documents**

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

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

Attachment A

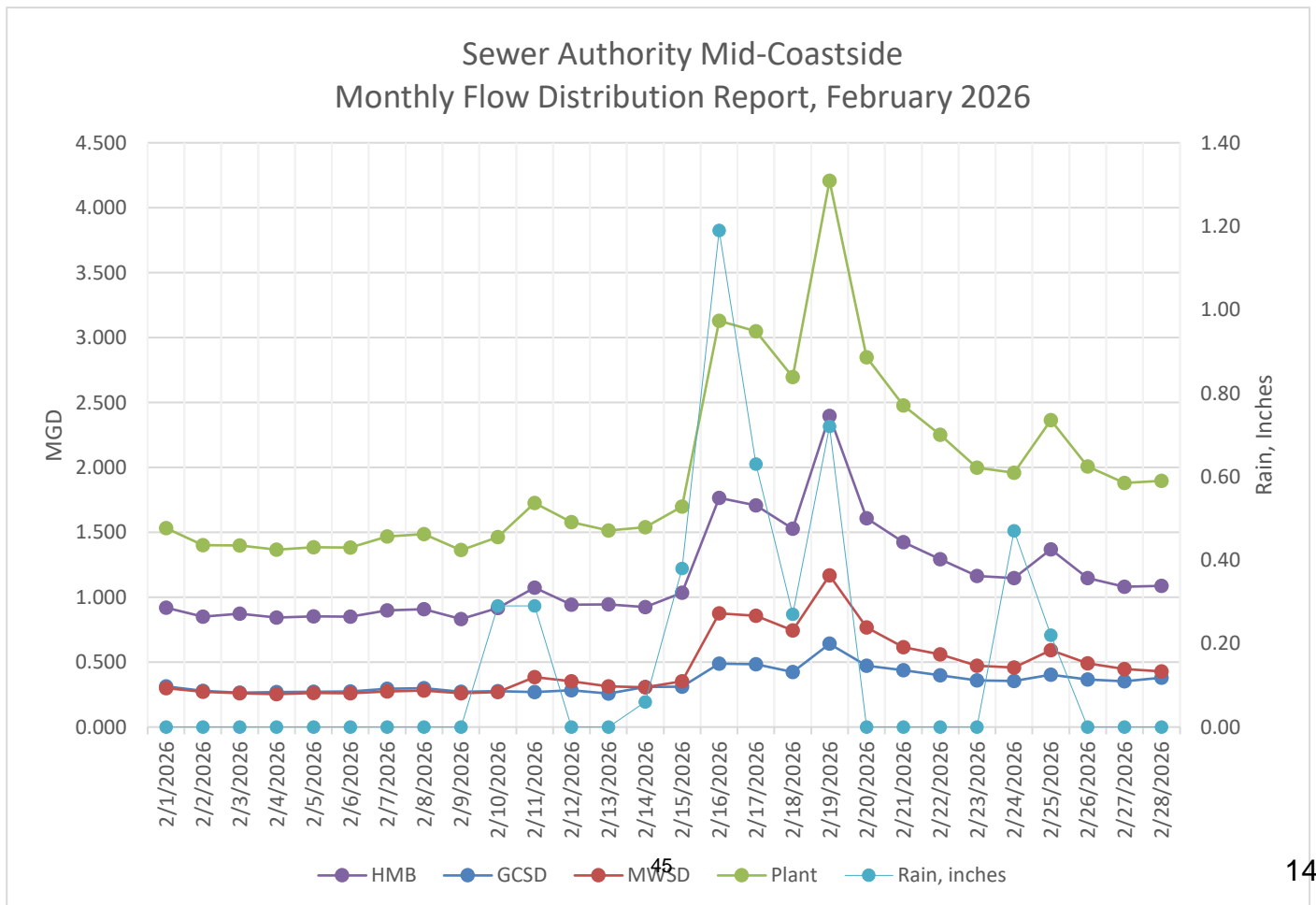
Flow Distribution Report Summary for February 2026

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

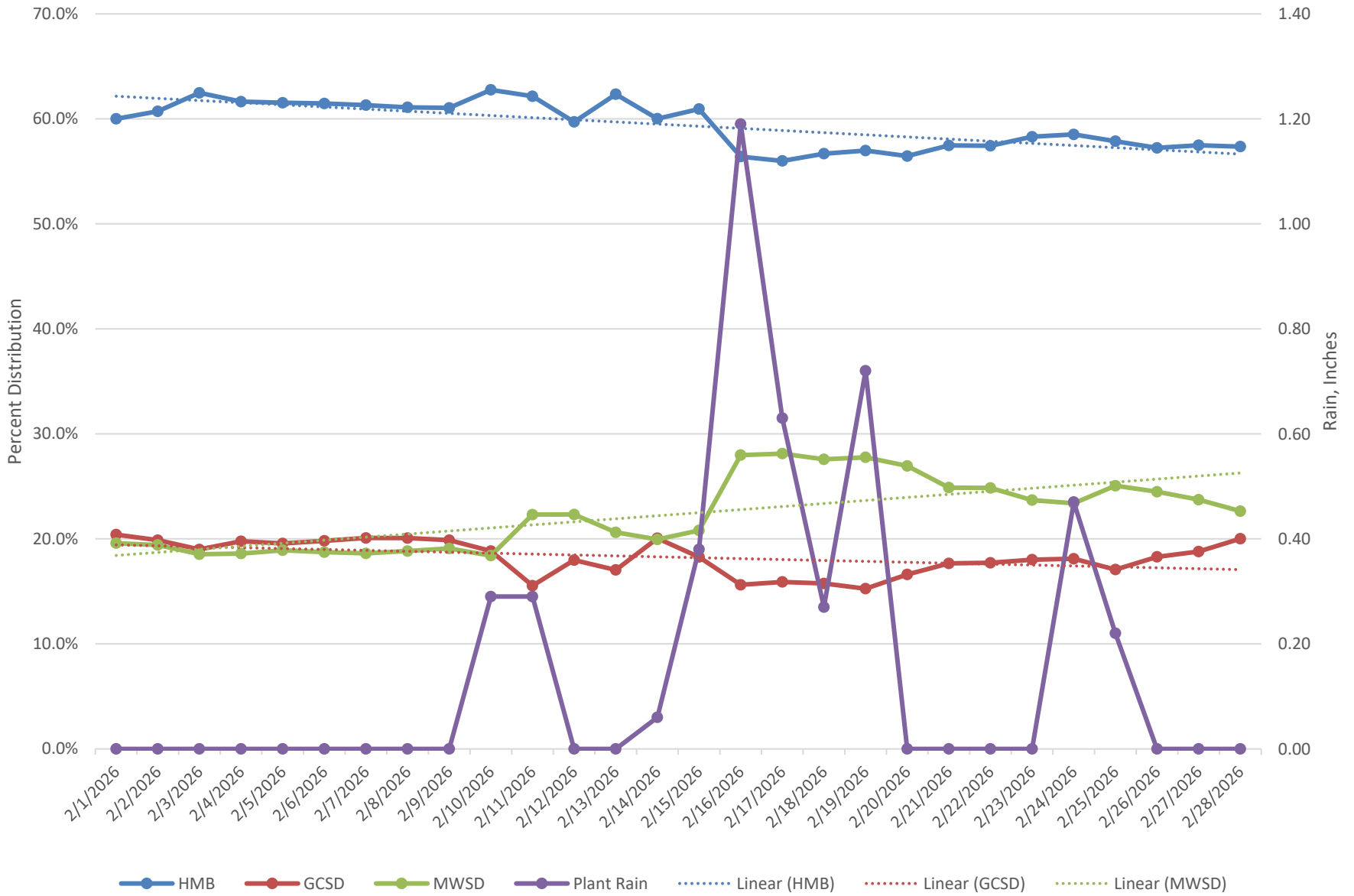
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

|                                     | <u>MGD</u>   | <u>%</u>      |
|-------------------------------------|--------------|---------------|
| The City of Half Moon Bay           | 1.156        | 58.81%        |
| Granada Community Services District | 0.350        | 17.81%        |
| Montara Water and Sanitary District | <u>0.460</u> | <u>23.38%</u> |
| Total                               | 1.966        | 100.0%        |

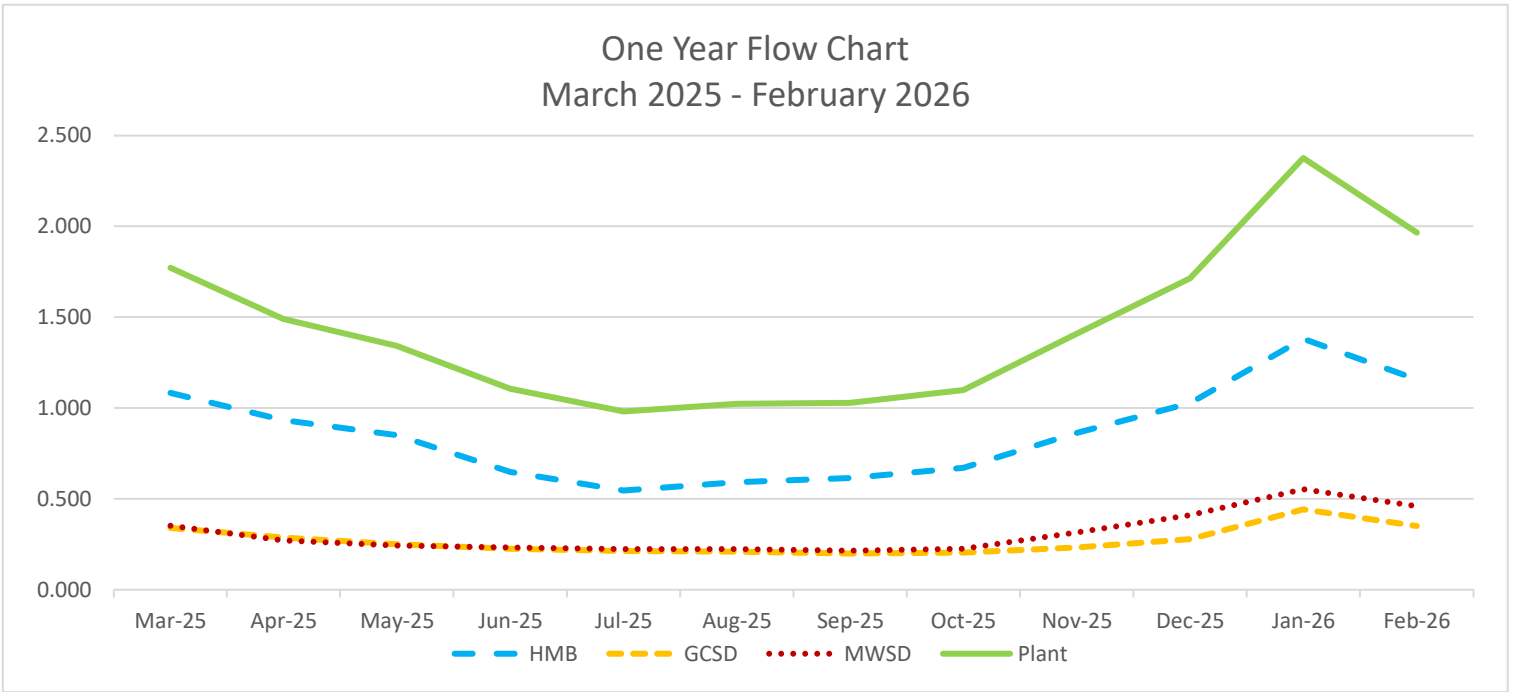


Percent Distribution  
February 2026

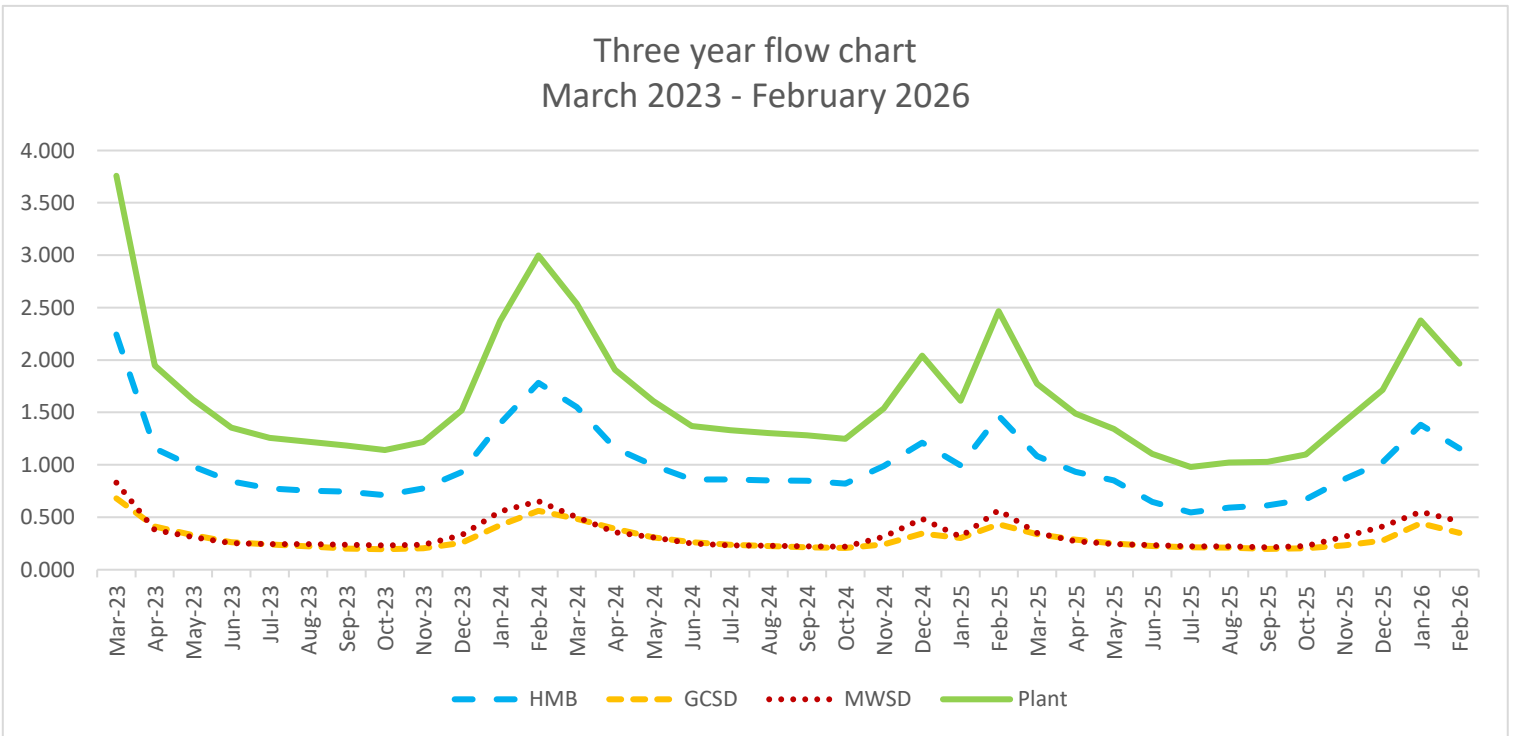


Most recent flow calibration January 2024 PS, June 2025 Plant inf

One Year Flow Chart  
March 2025 - February 2026



Three year flow chart  
March 2023 - February 2026



# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2026

## February 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        | 0                       | 0         | 1          | 3          |
| <b>Total</b> | <b>5</b> | <b>0</b>                | <b>0</b>  | <b>2</b>   | <b>3</b>   |
|              |          | <b>0%</b>               | <b>0%</b> | <b>40%</b> | <b>60%</b> |

## Reportable SSOs

|                       | Total | Reportable Number of S.S.O.'s |      |      |     |
|-----------------------|-------|-------------------------------|------|------|-----|
|                       |       | HMB                           | GCSO | MWSD | SAM |
| February 2026         | 0     | 0                             | 0    | 0    | 0   |
| 12 Month Moving Total | 5     | 0                             | 0    | 2    | 3   |

## SSOs / Year / 100 Miles

|                       | Total | Number of S.S.O.'s /Year/100 Miles |       |       |      |
|-----------------------|-------|------------------------------------|-------|-------|------|
|                       |       | HMB                                | GCSO  | MWSD  | SAM  |
| February 2026         | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| 12 Month Moving Total | 4.8   | 0.0                                | 0.0   | 7.4   | 41.1 |
| Category 1            | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| Category 2            | 0.0   | 0.0                                | 0.0   | 0.0   | 0.0  |
| Category 3            | 3.8   | 0.0                                | 0.0   | 3.7   | 41.1 |
| Category 4            | 1.0   | 0.0                                | 0.0   | 3.7   | 0.0  |
| Miles of Sewers       | 104.5 | 37.0                               | 33.2  | 27.0  | 7.3  |
|                       |       | 35.4%                              | 31.8% | 25.8% | 7.0% |

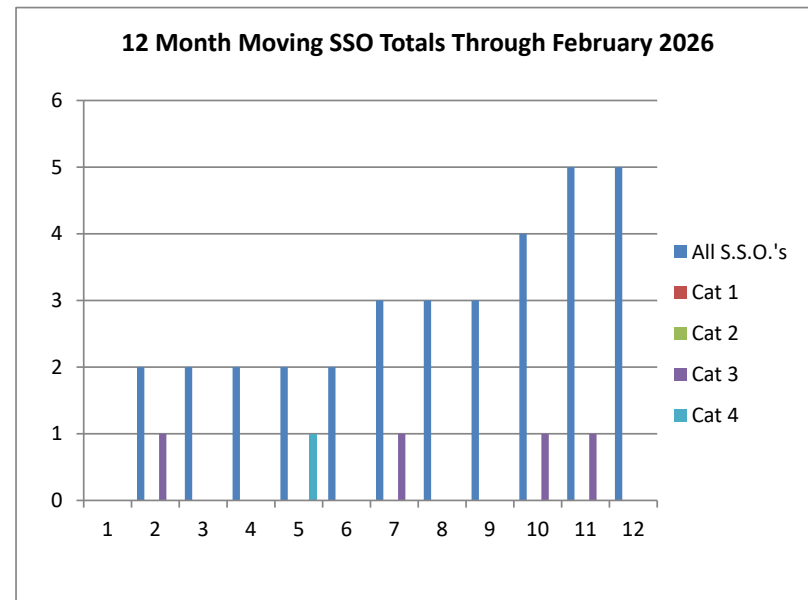
## 12 Month Rolling Total Sewer Cleaning Summary

| Month     | HMB    | GCSO   | MWSD   | Total Feet | Total Miles |
|-----------|--------|--------|--------|------------|-------------|
| Mar - 25  | 6,257  | 14,540 | 10,183 | 30,980     | 5.9         |
| Apr - 25  | 15,622 | 12,056 | 7,275  | 34,953     | 6.6         |
| May - 25  | 7,166  | 11,010 | 6,516  | 24,692     | 4.7         |
| June - 25 | 19,379 | 9,910  | 5,769  | 35,058     | 6.6         |
| July - 25 | 4,613  | 9,598  | 5,225  | 19,436     | 3.7         |
| Aug - 25  | 9,341  | 9,394  | 9,223  | 27,958     | 5.3         |
| Sep - 25  | 7,017  | 10,039 | 5,058  | 22,114     | 4.2         |
| Oct - 25  | 14,567 | 9,753  | 9,098  | 33,418     | 6.3         |
| Nov - 25  | 12,217 | 16,986 | 10,950 | 40,153     | 7.6         |
| Dec - 25  | 0      | 9,235  | 8,160  | 17,395     | 3.3         |
| Jan - 26  | 0      | 14,510 | 11,677 | 26,187     | 5.0         |
| Feb - 26  | 11,310 | 13,557 | 6,858  | 31,725     | 6.0         |

|           |         |         |        |         |  |
|-----------|---------|---------|--------|---------|--|
| Annual ft | 107,489 | 140,588 | 95,992 | 344,069 |  |
|-----------|---------|---------|--------|---------|--|

|            |      |      |      |  |      |
|------------|------|------|------|--|------|
| Annual Mi. | 20.4 | 26.6 | 18.2 |  | 65.2 |
|------------|------|------|------|--|------|

Attachment C



## TASK SUMMARY- GCSD 2025-26

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



# GRANADA COMMUNITY SERVICES DISTRICT

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

March 19, 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, Board Vice President Wanda Bowles, Director Matt Allen, and Director Jen Randle. Director Nancy Marsh was absent.

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

### **GENERAL PUBLIC PARTICIPATION**

Director Dye provided an update regarding the yard on Obispo Road that is being used by SAM during the potholing phase of the force main work. She stated that the work is expected to be done by April 9 at which time the fence will come down. Director Dye also shared the obituary of James Barnard who invented the biological method to remove nitrogen and phosphorus from wastewater.

### **REGULAR MEETING AGENDA**

Board President Dye reordered the agenda to consider item 5 as the first item on the agenda.

#### **5. GCSD Audited Annual Comprehensive Financial Statement for**

**Fiscal Year 2024/25** – Scott German with Fechter and Company provided an overview of the Annual Comprehensive Financial Statements for Fiscal Year 2024/25 and stated that the District's finances received a clean opinion.

**ACTION:** Director Randle moved to accept the Annual Comprehensive Financial Statement for Fiscal Year 2024/25. (Randle/Allen). Approved 4-0.

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

- a. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of classes over the previous month and updates on upcoming classes.
- b. Update on Granada Community Park and Recreation Center – Ms. Atmore updated the Board on progress of consultants involved in the park project and the recent bird survey and mowing of property.

- 2. Consideration of Use Framework for Granada Community Park and Recreation Center** – Ms. Atmore highlighted the updates made to the previously presented use framework, including more restrictive language around approvals of events, and additional use clarifications between public and private events. Directors Bowles and Randle requested amending the policy to stipulate that private events end at 9:00 pm for Monday through Thursday.  
**ACTION:** Director Randle moved to approve the amended Use Framework for the Granada Community Park and Recreation Center. (Randle/Bowles).  
Approved 4-0.
- 3. Engineer’s Report** – Mr. Duffy provided a review of the Engineer’s Report.
- 4. Administrative Staff Report** - Ms. Atmore stated that she and Director Dye completed an application for grant funding through U.S. Representative Sam Liccardo’s office. Ms. Atmore also reviewed upcoming CCTV work and recent meetings.
- 6. Report on Sewer Authority Mid-Coastside Meetings** – Director Dye reported that SAM recently discovered that the easement agreement with the City of Half Moon Bay for the SAM Treatment Plant site had expired. Mr. Duffy further explained that the easement was amended in 1985 and expired in 2025. Legal Counsel Bill Parkin stated that when the JPA Agreement was originally signed, credit was given to the member agencies that contributed property, money, or infrastructure to the endeavor. He stated that ultimately, he doesn’t think any regulatory agency would allow the plant to be moved.
  - a. SAM Budget as circulated to the member agencies and process – El Granada resident Delia Comito stated her shock at the large increases in many items in the SAM budget. Ms. Comito also stated that there is little to no explanation provided for budget line items and urged the Board to ask for those details in the budget. Ms. Comito presented a reorganized SAM CIP status report arranged by Fiscal Year and pointed out a number of miscalculations. Ms. Comito urged the Board to ask SAM to provide detailed back up in support of the budget numbers, including salaries and benefits for each position and lists of various professional memberships and costs. She stated that she feels the SAM General Manager has little regard for treating public funds with care and overspends year after year. She urged the board to continue to request greater transparency for the SAM financials. Board President Dye thanked Delia for her comments and stated that the board would continue to press for more clear financial reporting.

## **CONSENT AGENDA**

- 7. February 19, 2026 Regular Meeting Minutes.**
- 8. March 2026 Warrants.**
- 9. January 2026 Financial Statements.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

- 11. Attorney's Report. (Parkin)** – Mr. Parkin stated that new requirements of the Brown Act do not affect GCSD due to the size and type of District. He reminded the Board that the 'just cause' clause allows for attendance via teleconference up to two times per year and that social media rules do not allow for commenting, including emojis, on fellow board members' posts.
- 12. General Manager's Report. (Duffy)**
- 13. Future Agenda Items.**

**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)

The Board did not adjourn to Closed Session.

**ADJOURN REGULAR MEETING**

The Regular Meeting was adjourned at 8:05 p.m.

Attest:

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Hope Atmore, Board Secretary

Date Approved by the Board: April 16, 2026

**Granada Community Services District**  
**April 2026 Warrants**  
**For the April 16, 2026 Board of Director's Meeting**

| <b>Date</b> | <b>Num</b> | <b>Name</b>                           | <b>Memo</b>                               | <b>Account</b>                     | <b>Amount</b>        |
|-------------|------------|---------------------------------------|---|------------------------------------|----------------------|
| 03/19/26    | 10698      | AT&T                                  | Pump Station #1868 Inv dtd 03/05/26       | 6170 Utilities                     | 216.50               |
| 03/19/26    | 10699      | BKF Engineers                         | Inv 26030579                              | 7520 Capital Projects Prof Svcs    | 5,634.50             |
| 03/19/26    | 10700      | CliftonLarsonAllen LLP                | Feb 2026 Svcs                             | 6152 Accounting                    | 3,838.75             |
| 03/19/26    | 10701      | KBA Document Solutions                | Inv dtd 03/13/26                          | 6140 Office Supplies               | 42.11                |
| 04/16/26    | 10702      | Barbara Dye                           | 03/19/26 GCSD                             | 6040 Directors' Compensation       | 190.00               |
| 04/16/26    | 10703      | Dudek                                 | 02/21/26-03/27/26 Prof. Svcs              | 6151 General Manager               | 8,100.00             |
| 04/16/26    | 10704      | Fechter & Company, CPAs               | FY2025 Audit                              | 6010 Auditing                      | 18,640.00            |
| 04/16/26    | 10705      | Group 4 Architecture                  | Prof. Svcs through 03/31/26               | 7520 Capital Projects Prof Svcs    | 7,634.77             |
| 04/16/26    | 10706      | Hue & Cry, Inc                        | May 2026 Pump Stn Alarm                   | 6170 Utilities                     | 35.59                |
| 04/16/26    | 10707      | Jen Randle                            | 03/19/26 GCSD                             | 6040 Directors' Compensation       | 190.00               |
| 04/16/26    | 10708      | Kankel, Conroy, Rose & Hill Landscape | Mar 2026 Landscape Architectural Services | 7520 Capital Projects Prof Svcs    | 7,291.00             |
| 04/16/26    | 10709      | Matthew Allen                         | 03/19/26 GCSD                             | 6040 Directors' Compensation       | 190.00               |
| 04/16/26    | 10710      | Pacifica Community TV                 | 02/19/26 & 03/19/26 GCSD                  | 6180 Video Taping                  | 800.00               |
| 04/16/26    | 10711      | PG&E (Office #4277-7)                 | Office Inv dtd 02/24/26                   | 6170 Utilities                     | 75.09                |
| 04/16/26    | 10712      | PG&E (Pump Station #5681-6)           | Pump Stn Inv dtd 03/18/26                 | 6170 Utilities                     | 575.98               |
| 04/16/26    | 10713      | Rodolfo Romero                        | Apr Cleaning                              | 6130 Office Maintenance & Repairs  | 330.00               |
| 04/16/26    | 10714      | S.R. Rose Engineering Inc.            | Inv dtd 03/27/26                          | 7520 Capital Projects Prof Svcs    | 884.06               |
| 04/16/26    | 10715      | San Mateo County Harbor District      | Office Lease - May 2026                   | 6120 Office Lease                  | 5,363.31             |
| 04/16/26    | 10716      | SDRMA                                 | SDRMA Medical Benefit Premiums - May 2026 | 6062 Medical                       | 5,900.45             |
| 04/16/26    | 10717      | Sewer Authority Mid-Coastside         | Apr 2026 Collections & Asmts              | 5011 SAM - Administration          | 172,128.92           |
| 04/16/26    | 10718      | State Compensation Insurance Fund     | Policy 9164816 - Policy Change Adjustment | 6080 Insurance                     | 796.37               |
| 04/16/26    | 10719      | Steven Melo, Inc.                     | 03/19/26 - Inv #612038                    | 6135 Other Property Maint.         | 900.00               |
| 04/16/26    | 10720      | Suzanne Elliot                        | Plant ID Walk - Mar 2026                  | 5130 Parks & Rec Professional Svcs | 150.00               |
| 04/16/26    | 10721      | US Bank Equipment Finance             | Apr 2026 Svcs                             | 6020 Copier lease                  | 252.28               |
| 04/16/26    | 10722      | Wanda Bowles                          | 03/19/26 GCSD                             | 6040 Directors' Compensation       | 190.00               |
| 04/16/26    | 10723      | Wittwer Parkin                        | Legal Svcs 03/03/26-03/30/26              | 6090 Legal Services                | 4,191.00             |
|             |            |                                       |   | <b>TOTAL</b>                       | <b>\$ 244,540.68</b> |



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: District Financial Statements  
Date: April 16, 2026

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Attached are the District's year-to-date Financial Statements through February 2026 which include the following:

### **Pages 1-3**

Executive Summary – provides graph of year-to-date combined (sewer and parks) revenue and expense trends, a breakdown of the top ten revenues and expenses, and reserves balance by budgetary fund.

### **Pages 5-6**

Statement of Net Position – lists the district's reserves and cash on hand as of February 28th, as well as the district's assets and liabilities, for both the district's sewer function and the parks and recreation function combined. The format is similar to a Balance Sheet for a private company.

### **Pages 7-10**

Statement of Revenues and Expenses both Combined and *by Budgetary Fund* – lists the income and expense for the year-to-date ending February 28th with the district's sewer function and the parks and recreation function also shown separately.



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## Financial Statements

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Granada Community Services District  
February 2026

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# Executive Summary

## REVENUE (2025/2026 YTD)

**\$3,372,055**

▲ 5.6% vs budget



## EXPENSES (2025/2026 YTD)

**\$2,442,354**

▼ -7.4% vs budget



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

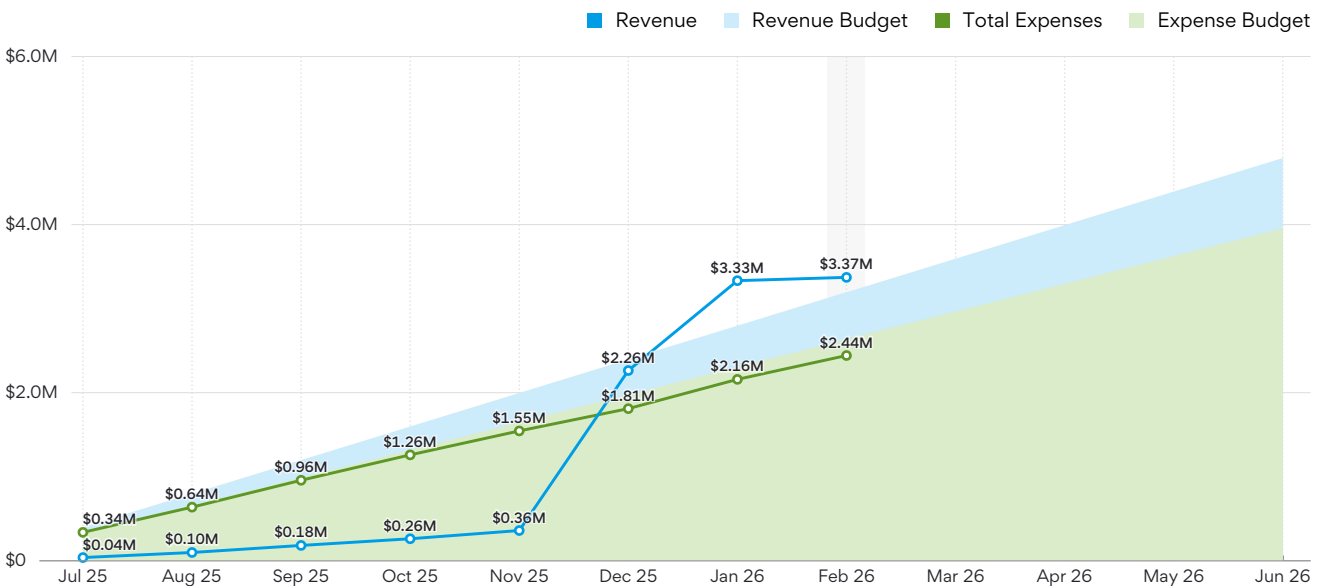
**\$929,701**

▲ 66.5% vs budget



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

## YTD Cumulative Revenue & Expense Budget Trends

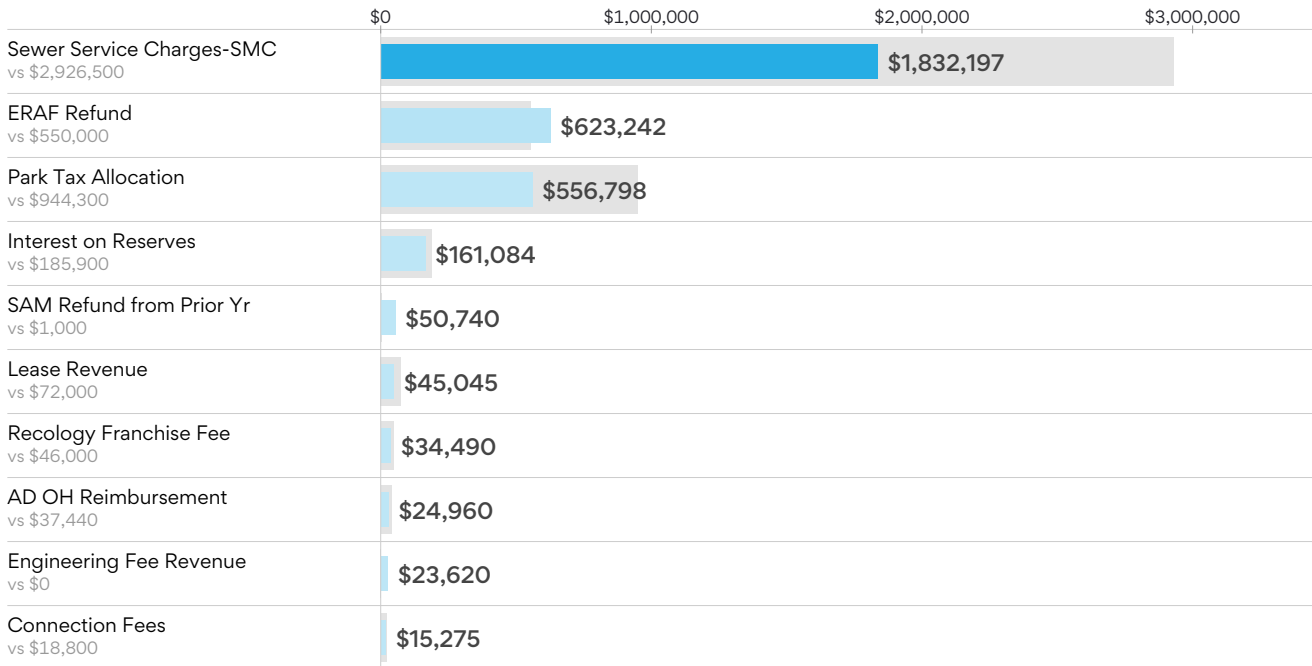


The sharp increases in revenue in December 2025 and January 2026 were primarily due to property tax disbursements from the County of San Mateo. Year-to-date expenses have closely aligned with the budget.

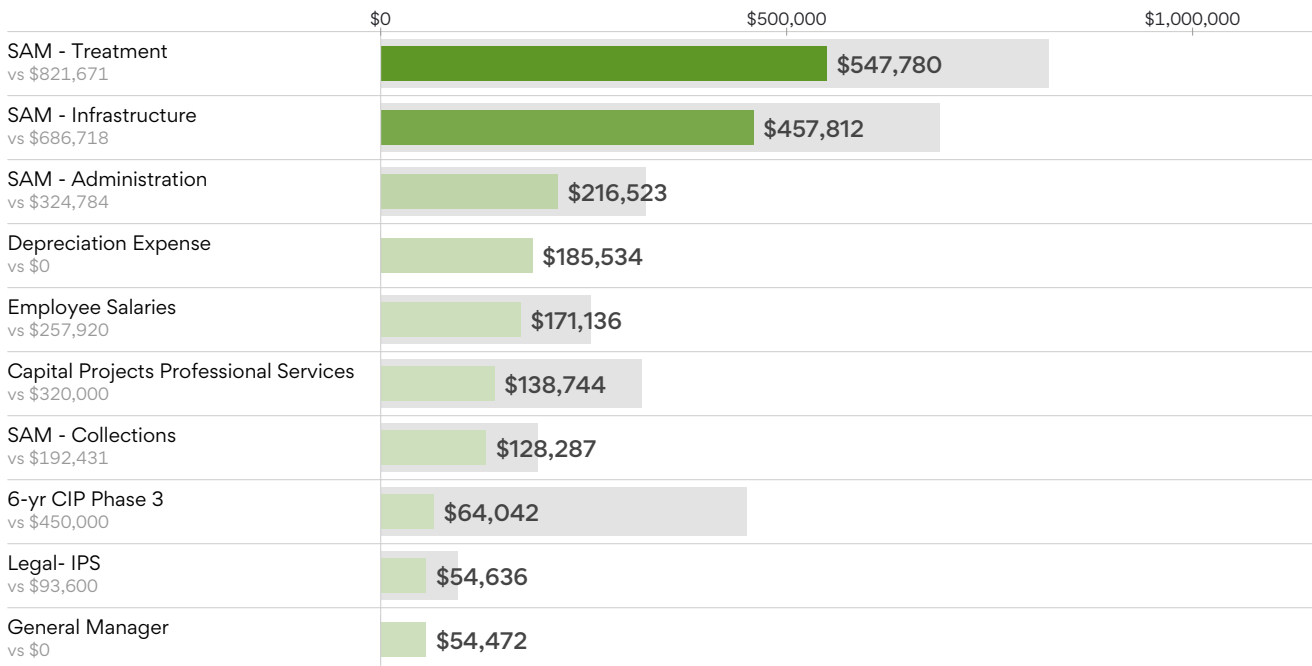
## Top 10 Revenues & Expenses

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

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



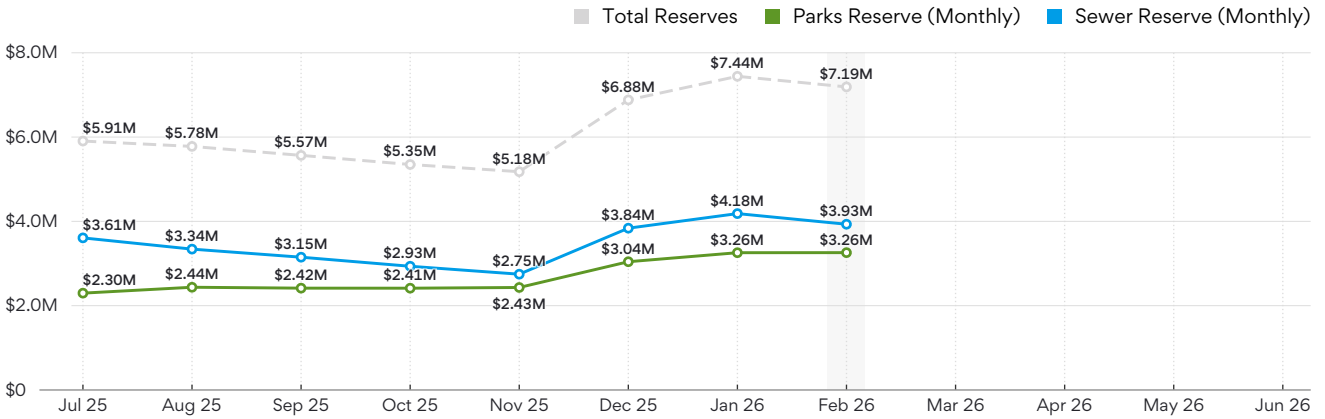
### Top 10 Expenses breakdown (2025/2026 YTD vs Budget)



## Budgetary Fund Cash Reserves

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

### Reserve Balances



| Sewer Reserves (\$)         | 2025/2026 (YTD)  |
|-----------------------------|------------------|
| Beginning Sewer Reserve     | 3,660,138        |
| Change in Sewer Reserve     | 271,891          |
| <b>Ending Sewer Reserve</b> | <b>3,932,029</b> |

| Parks & Recreation Reserves (\$) | 2025/2026 (YTD)  |
|----------------------------------|------------------|
| Beginning Parks Reserve          | 2,466,512        |
| Change in Parks Reserve          | 791,603          |
| <b>Ending Parks Reserve</b>      | <b>3,258,115</b> |

| Total Cash Reserves (\$) | 2025/2026 (YTD)  |
|--------------------------|------------------|
| <b>Ending Reserves</b>   | <b>7,190,144</b> |

# Financial Statements

## Granada Community Services District Statement of Net Position (Unaudited) As of February 28, 2026

| <b>ASSETS</b>  | <b>Feb 2026</b>   |
|--|-------------------|
| <b>Cash &amp; Equivalents</b>                        |                   |
| Petty Cash   | \$ 226            |
| Tri Counties Bank - Gen Op                           | 65,304            |
| Tri Counties Bank - Deposit                          | 2,500             |
| LAIF   | 9,380             |
| CalTrust Liquidity Fund #0010                        | 7,112,541         |
| Undeposited Funds                                    | 193               |
| <b>Total Cash &amp; Equivalents</b>                  | <b>7,190,144</b>  |
| <b>Accounts Receivable</b>                           |                   |
| Accounts Receivable from Customers                   | 5,996             |
| <b>Other Current Assets</b>                          |                   |
| Due from AD  | 125               |
| Prepaid Expenses                                     | 11,299            |
| Excess ERAF Receivable                               | 265,873           |
| <b>Total Other Current Assets</b>                    | <b>277,297</b>    |
| <b>Total Current Assets</b>                          | <b>7,473,438</b>  |
| <b>Fixed Assets</b>                                  |                   |
| Collections System                                   | 12,867,836        |
| Construction in Progress                             | 73,254            |
| Equipment  | 22,943            |
| Land   | 2,862,979         |
| ROU Assets, Net                                      | 46,928            |
| Accumulated Depreciation                             | (8,633,079)       |
| <b>Total Fixed Assets</b>                            | <b>7,240,862</b>  |
| <b>Investments or Other Non-Current Assets</b>       |                   |
| Investment in SAM                                    | 6,610,092         |
| ERAF 5% Retention Receivable                         | 83,280            |
| Lease Receivable                                     | 17,903            |
| <b>Total Investments or Other Non-Current Assets</b> | <b>6,711,274</b>  |
| <b>Total Non-Current Assets</b>                      | <b>13,952,136</b> |
| <b>Total Assets</b>                                  | <b>21,425,574</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 February 28, 2026  
(Continued)

| <b>LIABILITIES</b>                         | <b>Feb 2026</b>      |
|--|----------------------|
| <b>Accounts Payable</b>                    |                      |
| Accounts Payable                           | 66,511               |
| <b>Other Current Liabilities</b>           |                      |
| Compensated Absences, Current Portion      | 10,750               |
| Deposits Payable                           | 7,498                |
| Payroll Liabilities                        | 12,449               |
| Recology-Delinquent Garbage Payable        | 53,480               |
| Unearned Revenue                           | 12,480               |
| <b>Total Other Current Liabilities</b>     | <b>96,657</b>        |
| <b>Total Current Liabilities</b>           | <b>163,168</b>       |
| <b>Other Non-Current Liabilities</b>       |                      |
| Compensated Absences, Noncurrent           | 4,303                |
| Lease Liability                            | 49,588               |
| Net Pension Liability                      | 180,689              |
| <b>Total Other Non-Current Liabilities</b> | <b>234,580</b>       |
| <b>Total Non-Current Liabilities</b>       | <b>234,580</b>       |
| <b>Total Liabilities</b>                   | <b>397,748</b>       |
| <b>DEFERRED INFLOWS OF RESOURCES</b>       |                      |
| Deferred Inflows of Resources - Leases     | 16,892               |
| Deferred Inflows of Resources - Pension    | 610                  |
| <b>Total Deferred Inflows of Resources</b> | <b>17,502</b>        |
| <b>NET POSITION</b>                        |                      |
| Net Investment in Capital Assets           | 7,240,862            |
| Net Position - Unrestricted                | 13,881,742           |
| <b>Total Net Position</b>                  | <b>\$ 21,122,604</b> |

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Eight Months Ended February 28, 2026

| Revenue                            | Jul-Feb 2026     | Expected to Date | Variance YTD     | FY25/26 Budget   |
|------------------------------------|------------------|------------------|------------------|------------------|
| <b>Operating Revenue</b>           |                  |                  |                  |                  |
| Sewer Service Charges-SMC          | \$ 1,832,197     | \$ 1,951,000     | \$ (118,803)     | \$ 2,926,500     |
| Sewer Service Charges-Pro-rated    | 1,768            | -                | 1,768            | -                |
| Connection Fees                    | 15,275           | 12,533           | 2,742            | 18,800           |
| <b>Total Operating Revenue</b>     | <b>1,849,240</b> | <b>1,963,533</b> | <b>(114,294)</b> | <b>2,945,300</b> |
| <b>Non Operating Revenue</b>       |                  |                  |                  |                  |
| Interest on Reserves               | 161,084          | 123,933          | 37,150           | 185,900          |
| SAM Refund from Prior Yr           | 50,740           | 667              | 50,073           | 1,000            |
| ERAF Refund                        | 623,242          | 366,667          | 256,576          | 550,000          |
| Misc Income - Sewer                | 3,325            | 3,333            | (8)              | 5,000            |
| Misc Income - Recreation           | 4,898            | 3,333            | 1,565            | 5,000            |
| Lease Revenue                      | 45,045           | 48,000           | (2,955)          | 72,000           |
| Interest Revenue - Leases          | 966              | -                | 966              | -                |
| Park Tax Allocation                | 556,798          | 629,533          | (72,735)         | 944,300          |
| AD OH Reimbursement                | 24,960           | 24,960           | -                | 37,440           |
| Recology Franchise Fee             | 34,490           | 30,667           | 3,823            | 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>1,522,816</b> | <b>1,231,093</b> | <b>291,722</b>   | <b>1,846,640</b> |
| <b>Total Revenue</b>               | <b>3,372,055</b> | <b>3,194,627</b> | <b>177,428</b>   | <b>4,791,940</b> |
| <b>Expenses</b>                    |                  |                  |                  |                  |
| <b>Operations</b>                  |                  |                  |                  |                  |
| SAM - General                      | 790,932          | 790,932          | 0                | 1,186,398        |
| SAM - Collections                  | 128,287          | 128,287          | -                | 192,431          |
| Depreciation Expense               | 185,534          | -                | 185,534          | -                |
| CCTV                               | 14,049           | 20,000           | (5,951)          | 30,000           |
| Pet Waste Station                  | 1,152            | -                | 1,152            | -                |
| RCD - Parks                        | -                | 667              | (667)            | 1,000            |
| Half Moon Bay Reimb - Parks        | -                | 27,263           | (27,263)         | 40,894           |
| Recreation Supplies and Misc...    | 692              | -                | 692              | -                |
| <b>Total Operations</b>            | <b>1,120,646</b> | <b>967,149</b>   | <b>153,498</b>   | <b>1,450,723</b> |
| <b>Administration</b>              |                  |                  |                  |                  |
| Auditing                           | 2,200            | 12,520           | (10,320)         | 18,780           |
| Copier lease                       | 433              | 2,447            | (2,013)          | 3,670            |
| Directors' Compensation            | 7,030            | 10,100           | (3,070)          | 15,150           |
| Education & Travel Reimb           | -                | 1,347            | (1,347)          | 2,020            |
| Employee Compensation              | 265,840          | 267,887          | (2,047)          | 401,830          |
| Engineering Services               | 15,363           | 26,667           | (11,303)         | 40,000           |
| Insurance                          | 1,047            | 46,800           | (45,753)         | 70,200           |
| Legal Services                     | 103,514          | 90,133           | 13,381           | 135,200          |
| Memberships                        | 12,487           | 8,400            | 4,087            | 12,600           |
| Office Lease                       | 41,922           | 42,987           | (1,064)          | 64,480           |
| Interest Expense - Leases          | 1,348            | -                | 1,348            | -                |
| Office Maint./Properties/Supplies  | 37,747           | 13,333           | 24,413           | 20,000           |
| Professional Services              | 107,031          | 102,293          | 4,738            | 153,440          |
| Publications/Notices/Marketing...  | 1,008            | 6,240            | (5,232)          | 9,360            |

(Continued on next page)

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Eight Months Ended February 28, 2026  
(Continued)

| <b>Expenses (Continued)</b>        | <b>Jul-Feb 2026</b>  | <b>Expected to Date</b> | <b>Variance YTD</b> | <b>FY25/26 Budget</b> |
|------------------------------------|----------------------|-------------------------|---------------------|-----------------------|
| <b>Administration (Continued)</b>  |                      |                         |                     |                       |
| Utilities                          | 9,291                | 11,107                  | (1,815)             | 16,660                |
| Video Taping                       | 3,200                | 3,467                   | (267)               | 5,200                 |
| Computers                          | 6,230                | 3,467                   | 2,763               | 5,200                 |
| Miscellaneous                      | 52                   | 6,667                   | (6,615)             | 10,000                |
| Bank Service Charges               | 835                  | -                       | 835                 | -                     |
| Permitting/Fees/Filing Fees        | 14,216               | 16,667                  | (2,450)             | 25,000                |
| Park Related Misc Expenses         | -                    | 173                     | (173)               | 260                   |
| <b>Total Administration</b>        | <b>630,796</b>       | <b>672,700</b>          | <b>(41,904)</b>     | <b>1,009,050</b>      |
| <b>Capital Projects</b>            |                      |                         |                     |                       |
| SAM - Infrastructure               | 457,812              | 457,812                 | -                   | 686,718               |
| Lift Station Maint.                | 30,315               | 18,667                  | 11,648              | 28,000                |
| Lateral Repairs                    | -                    | 6,667                   | (6,667)             | 10,000                |
| 6-yr CIP Phase 3                   | 64,042               | 300,000                 | (235,958)           | 450,000               |
| Capital Projects Professional Svcs | 138,744              | 213,333                 | (74,590)            | 320,000               |
| <b>Total Capital Projects</b>      | <b>690,913</b>       | <b>996,479</b>          | <b>(305,566)</b>    | <b>1,494,718</b>      |
| <b>Total Expenses</b>              | <b>2,442,354</b>     | <b>2,636,327</b>        | <b>(193,972)</b>    | <b>3,954,491</b>      |
| <b>Change in Net Position</b>      | <b>929,701</b>       | <b>558,300</b>          | <b>371,401</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>\$ 21,122,604</b> | <b>\$ 20,751,203</b>    | <b>\$ 371,401</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 Eight Months Ended February 28, 2026

| Revenue                                   | Sewer            | Parks &<br>Recreation | Total            |
|---|------------------|-----------------------|------------------|
| <b>Operating Revenue</b>                  |                  |                       |                  |
| Sewer Service Charges-SMC                 | \$ 1,832,197     | -                     | \$ 1,832,197     |
| Sewer Service Charges-Pro-rated           | 1,768            | -                     | 1,768            |
| Connection Fees                           | 15,275           | -                     | 15,275           |
| <b>Total Operating Revenue</b>            | <b>1,849,240</b> | <b>\$ -</b>           | <b>1,849,240</b> |
| <b>Non Operating Revenue</b>              |                  |                       |                  |
| Interest on Reserves                      | 91,242           | 69,841                | 161,084          |
| SAM Refund from Prior Yr                  | 50,740           | -                     | 50,740           |
| ERAF Refund                               | 255,780          | 367,463               | 623,242          |
| Misc Income - Sewer                       | 3,075            | 251                   | 3,325            |
| Misc Income - Recreation                  | -                | 4,898                 | 4,898            |
| Lease Revenue                             | 36,784           | 8,261                 | 45,045           |
| Interest Revenue - Leases                 | 724              | 241                   | 966              |
| Park Tax Allocation                       | -                | 556,798               | 556,798          |
| AD OH Reimbursement                       | 24,960           | -                     | 24,960           |
| Recology Franchise Fee                    | 34,490           | -                     | 34,490           |
| Delinquent Garbage Fee                    | 6,667            | -                     | 6,667            |
| Engineering Fee Revenue                   | 23,620           | -                     | 23,620           |
| Gain (Loss) on Disposal of Capital Assets | -                | (13,020)              | (13,020)         |
| <b>Total Non Operating Revenue</b>        | <b>528,082</b>   | <b>994,733</b>        | <b>1,522,816</b> |
| <b>Total Revenue</b>                      | <b>2,377,322</b> | <b>994,733</b>        | <b>3,372,055</b> |
| <b>Expenses</b>                           |                  |                       |                  |
| <b>Operations</b>                         |                  |                       |                  |
| SAM - General                             | 790,932          | -                     | 790,932          |
| SAM - Collections                         | 128,287          | -                     | 128,287          |
| Depreciation Expense                      | 185,204          | 330                   | 185,534          |
| CCTV                                      | 14,049           | -                     | 14,049           |
| Pet Waste Station                         | -                | 1,152                 | 1,152            |
| Recreation Supplies and Miscellaneous     | -                | 692                   | 692              |
| <b>Total Operations</b>                   | <b>1,118,472</b> | <b>2,174</b>          | <b>1,120,646</b> |
| <b>Administration</b>                     |                  |                       |                  |
| Auditing                                  | 1,650            | 550                   | 2,200            |
| Copier lease                              | 325              | 108                   | 433              |
| Directors' Compensation                   | 5,273            | 1,758                 | 7,030            |
| Employee Compensation                     | 199,380          | 66,460                | 265,840          |
| Engineering Services                      | 15,363           | -                     | 15,363           |
| Insurance                                 | 786              | 262                   | 1,047            |
| Legal Services                            | 98,132           | 5,382                 | 103,514          |
| Memberships                               | 9,749            | 2,738                 | 12,487           |

(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 Eight Months Ended February 28, 2026  
(Continued)

| <b>Expenses (Continued)</b>             | <b>Sewer</b>      | <b>Parks &amp;<br/>Recreation</b> | <b>Total</b>      |
|---|-------------------|-----------------------------------|-------------------|
| <b>Administration (Continued)</b>       |                   |                                   |                   |
| Office Lease                            | 31,442            | 10,481                            | 41,922            |
| Interest Expense - Leases               | 1,011             | 337                               | 1,348             |
| Office Maint./Properties/Supplies       | 12,741            | 25,006                            | 37,747            |
| Professional Services                   | 69,678            | 37,353                            | 107,031           |
| Publications/Notices/Marketing Outreach | 1,008             | -                                 | 1,008             |
| Utilities                               | 8,337             | 954                               | 9,291             |
| Video Taping                            | 2,400             | 800                               | 3,200             |
| Computers                               | 4,673             | 1,558                             | 6,230             |
| Miscellaneous                           | 39                | 13                                | 52                |
| Bank Service Charges                    | 624               | 212                               | 835               |
| Permitting/Fees/Filing Fees             | 5,049             | 9,167                             | 14,216            |
| <b>Total Administration</b>             | <b>467,658</b>    | <b>163,138</b>                    | <b>630,796</b>    |
| <b>Capital Projects</b>                 |                   |                                   |                   |
| SAM - Infrastructure                    | 457,812           | -                                 | 457,812           |
| Lift Station Maint.                     | 30,315            | -                                 | 30,315            |
| 6-yr CIP Phase 3                        | 64,042            | -                                 | 64,042            |
| Capital Projects Professional Services  | 1,337             | 137,407                           | 138,744           |
| <b>Total Capital Projects</b>           | <b>553,505</b>    | <b>137,407</b>                    | <b>690,913</b>    |
| <b>Total Expenses</b>                   | <b>2,139,636</b>  | <b>302,718</b>                    | <b>2,442,354</b>  |
| <b>Change in Net Position</b>           | <b>\$ 237,686</b> | <b>\$ 692,015</b>                 | <b>\$ 929,701</b> |

