



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, December 21, 2023

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

<p>Topic: GCSD Regular Board Meeting Time: Dec 21, 2023 7:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/82642686214</p> <p>Meeting ID: 826 4268 6214</p>	<p>OR</p> <p>Dial by your location +1 669 444 9171 US</p>
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CALL REGULAR MEETING TO ORDER AT 7:00 p.m.

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

ROLL CALL

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

Director Marsh will be participating remotely via teleconference pursuant to Government Code Section 54953(b) from Pali Ke Kua, Unit 123, 5300 Ka Haku Road, Princeville, HI. Director Grant will be participating remotely via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada.

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

The Board has the right to take action on any of the items listed on the Agenda. The Board reserves the right to change the order of 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

1. Parks and Recreation Activities.

- a. Report on Granada Community Park and Recreation Center.
- b. Report on planned Recreation Program Events.

2. Election of Board Officers.

(Page 4)

Recommendation: To be made by the Board.

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

(Page 5)

Recommendation: To be made by the Board.

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

(Page 8)

Recommendation: To be made by the Board.

5. Consideration of CSDA Special District Leadership Academy.

(Page 10)

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

(Page 19)

- Recommendation:**
1. Read the title of the Ordinance and waive by motion the reading of the Ordinance.
 2. Approve the Ordinance subject to enactment after a second reading at a subsequent board meeting.

7. Engineer's Report.

(Page 23)

8. Report on Sewer Authority Mid-Coastside Meetings.

(Page 25)

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

(Page 47)

Recommendation: To be made by the Board.

CONSENT AGENDA

10. November 16th Regular Meeting Minutes.

(Page 49)

11. December 2023 Warrants.

(Page 53)

12. October 2023 Financial Statements.

(Page 54)

13. Assessment District Distribution #5-23/24

(Page 59)

COMMITTEE REPORTS

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

INFORMATION CALENDAR

15. Attorney's Report. (Parkin)

16. General Manager's Report. (Duffy)

17. Administrative Staff Report. (Atmore)

(Page 61)

18. Future Agenda Items.

(Page 63)

ADJOURN REGULAR MEETING

At the conclusion of the November 16, 2023 Regular Meeting:

Last Ordinance adopted: No. 176

Last Resolution adopted: No. 2023-12

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

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



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Election of Board Officers
Date: December 21, 2023

The District Board officer positions include a President and Vice-President, which are to be elected by your board, a Treasurer, filled by the General Manager, and a Secretary, filled by the Assistant General Manager.

Pursuant to District Bylaws Article II, the Board shall elect a President and Vice-President annually, either at the first board meeting held after the County Elections Officer certifies election results on bi-annual election years, or at the first regular board meeting held after December 1st on non-election years.

The Board President's responsibilities include:

- Working with the General Manager to set the monthly agenda
- Conducting board meetings
- Signing all ordinances, resolutions, deeds, contracts and other documents
- Serves on the LAFCo Selection Committee.
- Serves as the contact for board issues
- Appoints committees in an emergency

The Vice-President will be responsible for stepping in when the President is unable to perform their duties.

To elect a President and Vice-President, the meeting shall be open for nominations, and each director may nominate another director. No second is required for a nomination. Once all nominations have been made, the Board may hold a discussion. The election proceeds with the President calling for a vote on each candidate in the order in which they were nominated. The candidate must receive a majority vote to be elected to the position. If the first candidate does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. The process is repeated for the position of Vice-President.

The new President and Vice President shall take their positions immediately.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Appointment of SAM Representatives
Date: December 21, 2023

The Sewer Authority Mid-Coastside (SAM), created by a Joint Powers Agreement (JPA) between the City of Half Moon Bay, Montara Water and Sanitary District and the GCSD, operates the sewage treatment plant and provides collection services for the three member agencies. SAM has bi-monthly board meetings and monthly committee meetings, and as a Member Agency, the GCSD must appoint two directors and two alternates to serve on the SAM Board. The District typically makes these appointments annually when officers are elected.

The current SAM representatives are Directors Clark and Dye, and the alternates are Directors Grant and Randle.

As required by the JPA, a draft resolution is provided for approval.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2023-___

RESOLUTION TO APPOINT TWO (2) REPRESENTATIVES, AND TWO (2) ALTERNATE REPRESENTATIVES TO SERVE ON THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID-COASTSIDE

WHEREAS, the Joint Powers Agreement creating the Sewer Authority Mid-Coastside (“Agreement”) is an agreement forming and authorizing the Sewer Authority Mid-Coastside Joint Powers Authority (“SAM”), and the Granada Community Services District (“District”) is a SAM Member Agency; and

WHEREAS, Section III(B) of the Agreement concerning “Designation of Directors” requires the District as a Member Agency to designate and appoint, by resolution of its governing body, two (2) representatives and one (1) alternate to act as directors for the Board of Directors for SAM; and

WHEREAS, the Agreement allows an appointed SAM Board Director to serve until his or her successor is selected; and

WHEREAS, to ensure full District voting power at SAM meetings, District Bylaws, Article IV.B.1, provides that the Board shall appoint two of its members to be the District’s alternate representatives, when one or more of the two appointed representatives (or one representative and one alternate) cannot attend a SAM meeting. The alternates shall assume all rights and duties of an absent District representative when attending a SAM meeting. The order of service by alternates shall be determined at the time of appointment; and

WHEREAS, the District representatives and alternates shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board, and

WHEREAS, the appointment of District representatives and alternates to serve on the SAM Board of Directors, shall be by resolution, and the resolution shall be filed with SAM.

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

The District is hereby appointing two (2) representatives, and two (2) alternate representatives to serve on the SAM Board of Directors, effective on December 21, 2023.

The two directors hereby appointed to serve as District representatives on the Sewer Authority Mid-Coastside Board of Directors are _____ and _____.

The two directors hereby appointed to serve as the alternate District representatives on the Sewer Authority Mid-Coastside Board of Directors, in respective order in the absence of the appointed representatives, are _____ and _____.

The above and foregoing Resolution was introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on December 21, 2023 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

_____, President

Attest:

Hope Atmore, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Appointment of Representative to Local Chapter CSDA
Date: December 21, 2023

The District is a member of the California Special Districts Association (CSDA) and annually appoints a director to serve as the CSDA representative. The local chapter generally meets four times per year, and the District Representative is expected to attend the meetings and report back to the board. The current District Representative is Director Grant and Director Randle serves as alternate.

The appointed representative may also select an alternate to attend the CSDA meetings if he or she is unable to attend.

I have attached some general information regarding the CSDA and the local chapter contact information for your review. However, it should be noted that the chapter has been dormant for multiple years and some of the offices are currently unfilled. There is movement to revitalize the group. A Zoom meeting is scheduled for January 16th, 2024 at 7:00PM and Jim Pruett of the San Mateo County Harbor District is serving as an interim President until that meeting.



**California Special
Districts Association**
Districts Stronger Together

About CSDA

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

Since 1969, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,300 organizations throughout California. We are the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts...just to name a few

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

San Mateo Chapter of the CSDA:	
Chapter Officers	
<p>President: Kati Martin San Mateo County Mosquito and Vector Control District 1351 Rollins Road Burlingame, CA 94010-2409 (650) 344-8592</p>	<p>Secretary: Brigitte Shearer Highlands Recreation District 1851 Lexington Avenue San Mateo, CA 94402-4026 (650) 341-4251</p>
<p>Vice-President: Nancy Reyering San Mateo County Harbor Commission P.O. Box 1449 El Granada, CA 94018 (650) 583-4400</p>	<p>Treasurer: Iris Gallagher Bayshore Sanitary District 36 Industrial Way Brisbane, CA 94005 (415) 467-1144</p>
<p>CSDA Public Affairs Field Coordinator: Colleen Haley 530-902-3932 colleenh@csda.net</p>	



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: CSDA Special District Leadership Academy Events
Date: December 21, 2023

CSDA has scheduled three Special District Leadership Academy opportunities in 2024.

- February 4-7 in San Luis Obispo
- April 14-17 in San Diego
- November 3-6 in San Rafael

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

The brochure detailing the various courses is attached. First time attendees will cover the following modules:

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

ACHIEVING DISTRICT GOALS... TOGETHER.

Three Opportunities for Training Throughout The State!



- February 4 – 7, 2024 - San Luis Obispo
- April 14 – 17, 2024 – San Diego
- November 3 – 6, 2024 – San Rafael

All New Sessions for Returning Attendees (San Diego and San Rafael)



CSDA's 2024
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees



**California Special
Districts Association**

Districts Stronger Together

BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.



Complete all Four Modules of the **Special District Leadership Academy** as Virtual Workshops

Module 1: Governance Foundations

February 21 – 22, 2024
9:00 a.m. – 12:00 p.m. each day

Module 2: Setting Direction / Community Outreach

April 3 – 4, 2024
9:00 a.m. – 12:00 p.m. each day

Module 3: Board's Role in Finance and Fiscal Accountability

September 25 – 26, 2024
9:00 a.m. – 12:00 p.m. each day

Module 4: Board's Role in Human Resources

December 4 – 5, 2024
9:00 a.m. – 12:00 p.m. each day



FOR DIRECTORS AND TRUSTEES

CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE

Designed to acknowledge special district board members and trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t: 916.231.2909 • www.sdlf.org

ATTEND

CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

Attendees will learn:

- Working as a team: The roles of the board and staff in your district
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating styles influence the district
- Specific jobs that the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from "I" to "we" as the governance team
- The board's role in setting direction for the district
- The board's role in finance and fiscal accountability
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



SHOWCASE YOUR DISTRICT'S
COMMITMENT TO EXCELLENCE

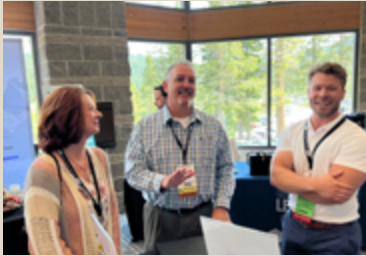
DISTRICT OF DISTINCTION ACCREDITATION

Designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



FIRST-TIME ATTENDEE

SCHEDULE OF EVENTS



SUNDAY

5:30 – 7:00 p.m.
REGISTRATION AND NETWORKING RECEPTION

Take a moment to connect with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

TUESDAY

8:30 – 10:00 a.m.
FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction-setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

10:00 – 10:30 a.m.
BREAK (All Attendees)

10:30 – 12:00 p.m.
FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (continued)

12:00 – 1:00 p.m.
LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.
GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

** This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences
- Responding to public input
- Media relations
- Legislative outreach and advocacy

2:45 – 3:00 p.m.
BREAK (All Attendees)

MONDAY

8:30 – 10:00 a.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE

** This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall wellbeing of the district
- The traits of effective board members
- What good governance means and how to effectively put it into practice
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building

10:00 – 10:30 a.m.
BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.
BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m.
LUNCH PROVIDED (All Attendees)

1:45 – 3:00 p.m.
DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

** This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources
- Recognizing HR red flags and positive indicators
- Developing and maintaining essential HR policies
- Covering confidentiality and legal liabilities
- Evaluating the general manager

3:00 – 3:30 p.m.
BREAK (All Attendees)

3:30 – 4:30 p.m.
DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for a lively evening of networking and refreshments.



3:00 – 4:00 p.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

(continued)

OPEN EVENING

WEDNESDAY

8:30 – 10:00 a.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

** This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts.

Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

10:00 – 10:15 a.m.

BREAK *(All Attendees)*

10:15 a.m. – 12:00 p.m.

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES? *(continued)*

12:00 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.

RETURNING ATTENDEE

SCHEDULE OF EVENTS

SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:

- **Promoting Civility in a Time of Heightened Partisanship and Polarization**
- **Rules of Engagement**
- **Community Outreach**
- **Financial Reporting**
- **Board / Manager Relationship Best Practices**
- **Leading Challenging Board Meetings**

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed. Returning Attendee Track available only in San Diego and San Rafael.



SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 a.m. – 12:30 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (ALL ATTENDEES)

12:30 – 1:30 p.m.
LUNCH PROVIDED (ALL ATTENDEES)

1:45 – 4:30 p.m.
BREAKOUT SESSIONS

3:00 – 3:30 p.m.
BREAK (ALL ATTENDEES)

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)



Join us for an entertaining evening of networking and refreshments.

TUESDAY

8:30 a.m. – 12:00 p.m.
BREAKOUT SESSIONS

10:00 – 10:30 a.m.
BREAK (ALL ATTENDEES)

12:00 – 1:00 p.m.
LUNCH PROVIDED (ALL ATTENDEES)

1:15 – 4:00 p.m.
BREAKOUT SESSIONS

2:45 – 3:00 p.m.
BREAK (ALL ATTENDEES)

4:00 p.m.
CONFERENCE ENDS FOR RETURNING ATTENDEES



February 4 – 7, 2024

**Embassy Suites
by Hilton San Luis Obispo**

333 Madonna Rd, San Luis Obispo, CA 93405

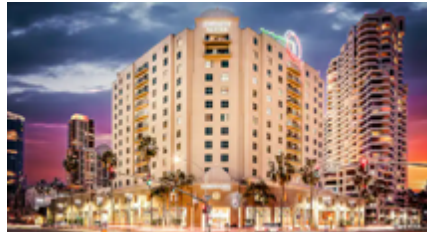
HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$149 plus tax and fees per day. The room reservation cut-off is January 11, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Thursday, January 11, 2024.

Cancellations must be in writing and received by CSDA no later than January 11, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 11, 2024. Substitutions are acceptable and must be done in writing no later than January 26, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



April 14 – 17, 2024

**Embassy Suites
by Hilton San Diego Bay Downtown**

601 Pacific Hwy, San Diego, CA 92101

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block are available at the rate of \$194* or prevailing federal per diem at time of check in plus tax. The room reservation cut-off is March 19, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. *current federal per diem as of 9/14/23 but subject to change

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$40/night overnight parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Tuesday, March 19, 2024.

Cancellations must be in writing and received by CSDA no later than March 19, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 19, 2024. Substitutions are acceptable and must be done in writing no later than April 5, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



November 3 – 6, 2024

**Embassy Suites
by Hilton San Rafael - Marin County**

101 McInnis Parkway, San Rafael, CA 94903

HOTEL ROOM RESERVATIONS: CSDA room reservations in the CSDA room block start at the rate of \$166 plus tax and fees per day. The room reservation cut-off is October 13, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration.

CSDA rate includes: complimentary full, cooked-to-order breakfast buffet, complimentary Nightly Managers Reception, \$7/night overnight parking, and complimentary guest room Wi-Fi.



EARLY BIRD DISCOUNT: The early bird discount for this location requires registration on or before Sunday, October 13, 2024.

Cancellations must be in writing and received by CSDA no later than October 13, 2024, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after October 13, 2024. Substitutions are acceptable and must be done in writing no later than October 25, 2024, at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



2024 Registration Form

Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at membership@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
<input type="checkbox"/> FEBRUARY 4 – 7, 2024 - SAN LUIS OBISPO EARLY BIRD DISCOUNT: JANUARY 11, 2024 <input type="checkbox"/> CSDA Member \$720 <input type="checkbox"/> Non-member \$1,080 AFTER JANUARY 11 <input type="checkbox"/> CSDA Member \$775 <input type="checkbox"/> Non-member \$1,160	<input type="checkbox"/> APRIL 14 – 17, 2024 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 19, 2024 <input type="checkbox"/> CSDA Member \$720 <input type="checkbox"/> Non-member \$1,080 AFTER MARCH 19 <input type="checkbox"/> CSDA Member \$775 <input type="checkbox"/> Non-member \$1,160	<input type="checkbox"/> NOVEMBER 3 – 6, 2024 - SAN RAFAEL EARLY BIRD DISCOUNT: OCTOBER 13, 2024 <input type="checkbox"/> CSDA Member \$720 <input type="checkbox"/> Non-member \$1,080 AFTER OCTOBER 13 <input type="checkbox"/> CSDA Member \$775 <input type="checkbox"/> Non-member \$1,160
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$490 <input type="checkbox"/> Non-member \$735	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$545 <input type="checkbox"/> Non-member \$820	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:		Acct. Number:
Expiration Date:	CVC:	Authorized Signature:
Special Needs (including Dietary, all special dietary needs must be indicated in advance of conference)		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Consideration of Revisions to and First Reading of Ordinance 177 Regarding Compensation of Directors
Date: December 21, 2023

Staff and Legal Counsel have reviewed the Board's comments from the November 16th board meeting requesting changes to the proposed Ordinance 177. Based on those comments, Section 1.3 has been amended to read:

(3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing. However, if another public agency also provides compensation for such public meeting, a director shall not be paid by the district unless such other agency compensation is less than \$190, in which case the district shall pay the difference between such other agency compensation and \$190.

Additional language was also requested in the first paragraph of Section 1 to state that a board member would deliver a written report to the board of directors regarding the member's representation for a compensated day of service. However, after discussing with legal counsel, all 5 subsections of Section 1 require a written report be produced, so any additional language specifying as such would be redundant. Aside from the additional language added above in Section 1.3, all other language in the ordinance is taken directly from the Government Code. It should also be noted that an unnoticed ad hoc committee of the Board would not be eligible for compensation since it is not authorized under the statute.

Staff was also directed to research publishing the public notice in the San Mateo Daily Journal. The cost for two publications a week apart in the Journal would be \$690 per issue for a total of \$1,380. The Half Moon Bay Review cost was \$423 in total. Publication in The Half Moon Bay Review satisfies the legal requirements for publication. However, nothing prevents the District from also publishing notice in the San Mateo Daily Journal.

Staff recommends the following:

1. Read the title of the Ordinance and waive by motion the reading of the Ordinance.
2. Approve the Ordinance subject to enactment after a second reading at a subsequent board meeting.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 177

AN ORDINANCE REGARDING COMPENSATION OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Each Member of the Board of Directors of the Granada Community Services District shall receive compensation for each day's attendance at a meeting of the Board, and for each day of service rendered as a Director, not exceeding a total of six days in any calendar month. The amount of compensation for attendance at each meeting of the Board or each appointed committee meeting, and for each day of service rendered as a Director by the prior request of the Board, shall be \$190. A day of service rendered as a Director is defined as:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing. However, if another public agency also provides compensation for such public meeting, a director shall not be paid by the district unless such other agency compensation is less than \$190, in which case the district shall pay the difference between such other agency compensation and \$190.
- (4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.
- (5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

In addition, each Director shall be entitled to compensation for incidental expenses incurred in the performance of the Director’s responsibilities pursuant to District Bylaw Regarding Financial Procedures for Reimbursable Expenses and Required Ethical Training.

Section 2. District Ordinance 152 is hereby repealed and replaced.

Section 3. In accordance with the California Environmental Quality Act (“CEQA” – Public Resources Code Section 21000 and following) and the regulations promulgated pursuant to CEQA (“the State CEQA Guidelines”), the District Board finds that this Ordinance is not a project for the purposes of CEQA or the State CEQA Guidelines.

Section 4. Within 15 days after passage, this Ordinance shall be entered in the minutes of the District Board and shall be published once in the Half Moon Bay Review, or such other newspaper of general circulation in the County of San Mateo as may be determined by the District General Manager, with the names of the members voting for and against the ordinance. This Ordinance is effective 60 days from the date of final passage.

The above and foregoing Ordinance was first introduced at a regularly scheduled meeting of the Board of Directors of the Granada Community Services District held on the 21st day of December, 2023, and approved by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Attest:

_____, President

Countersigned:

Hope Atmore, Board Secretary

December 12, 2023

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for December 2023

6-Year CIP, Project 3

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

Big Wave

Construction of the Airport Street mainline sewer is complete, and we have received revised as-built plans. We have requested GCSD's typical one year warranty of construction from Big Wave. Our recommendation for dedication of the mainline extension to the GCSD collection system will be postponed until we receive the warranty.

Harbor Village RV Park

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

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

Pillar Point Harbor RV Park Public Restroom Project

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

Pillar Point Harbor Sewage Meter

We were finally able to obtain additional information, from the contractor that installed the meter. We are currently reviewing the information provided by the contractor.

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

No activity since my November report re SRT proceeding with the conceptual design, an evaluation of Design/Build procurement options for replacement of the Montara FM.

Update of GCSD Standard Specifications and Details

We sent a draft of the updated standard specifications and construction details to GCSD staff in late November. After receiving comments and making any needed revisions, the updated standard specifications and construction details will be presented to the GCSD Board for consideration and adoption.

El Granada Elementary School Project

Hope and I attended a Zoom meeting on November 14th with representatives of the Cabrillo Unified School District regarding its upcoming El Granada School New Classroom Building C and Sitework Project, currently under design. The purpose of the meeting was to avoid any potential cross connections issues, between potable water and sewage pipelines. We have received preliminary plans and will be reviewing them this month.



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, December 11, 2023

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/89190885535?pwd=UENIZWRPQnRkMzQ4cGUyU1MydVZwZz09>

Dial by your location

- +1 669 900 6833 US (San Jose)

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

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

1. CALL TO ORDER

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

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

Members of the public are welcome to provide publiccomment 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. All comments so submitted prior to 7 pm on December 11, 2023 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.

SPECIAL ORDER OF THE DAY.....

- A. Adopt a Resolution Commending Susan Turbay for Her 16 Years of Service at the Sewer Authority Mid-Coastside (**Attachment**)

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 November 13, 2023 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for December 11, 2023 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending October 31,2023 (**Attachment**)
- D. Approve the Schedule of Board of Director Meetings for 2024 (**Attachment**)

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

- A. Receive and File the Annual Comprehensive Financial Report (ACFR) for SAM for the Fiscal Year Ending June 30,2023 (**Attachment**)
- B. Authorize General Manager to Issue a Purchase Order to Climate Adaptive Systems to Perform a Desktop Data Analysis of Flows and Hydraulic Performance of SAM’s Collection and Treatment Systems During the Winter Storms of 2021, and 2022/23 in an Amount Not to Exceed \$ 46,080 (**Attachment**)
- C. Approve SAM Public Meeting Administration Policy (**Attachment**)

5. GENERAL MANAGER’S REPORT

- A. Monthly Managers’ Report – October 2023
- B. Presentation on Upcoming New SAM Website
- C. Presentation on Winter Storm Preparedness

6. ATTORNEY’S REPORT

7. DIRECTORS’ REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: January 8, 2024 and January 22, 2024

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

INFORMATION FOR THE PUBLIC

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

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

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



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: December 11, 2023
SUBJECT: **Monthly Manager’s Report – October 2023**

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 *October 2023*.

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

Flow Report (See Attachment A)

Half Moon Bay	0.748	63.58%
Granada CSD	0.197	16.72%
Montara W&SD	0.232	19.70%
Total	1.177	100%

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ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	

Administration

There was one Regular Board Meeting in the month of October, and no public records request. There was one article in the Half Moon Bay Review mentioning SAM. SAM Approves Partial Funding for Princeton Pump Station (October 10, 2023). There were five mentions of SAM in Coastside Buzz. Sewer Authority Mid-Coastside Joint Powers Unanimously Approve the Princeton Pump Station Remodel to Keep Staff Safe (October 4, 2023), and 6th Circuit Court of Appeals LIVE Oral Argument for the Lawsuit “Half Moon Bay vs Granada Sanitary District and Montara Water and Sanitary District” (October 5, 2023), MWSD Agrees to Reimburse SAM to Prepare for Winter Storms While Waiting for Insurance and FEMA to Pay Up (October 11, 2023), Sewer Authority Looks to Go 80 Feet Deep with Trenchless Tech to Repair the Force main at Montara and Avoid Other Utilities (October 19, 2023), and FEMA Awards Sewer Authority Mid-Coastside \$585k for 2 Storm Damage Projects, but waits for Insurance to Pay Out First (October 26, 2023). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of September, and one anniversary, Jose Ahumada, Collection Systems Maintenance, 4 Years.

Operations & Maintenance

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

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

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

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

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

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

In the beginning of the month we had the field staff go through Chain saw training. Is it something we do all the time, no, but based on the storms of last year it seems prudent. As you recall we were unable to access some of the stations due to down trees or branches. At the very least we need to be able to access them by foot.

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We are still working on the boiler order, working with BAAQMD and the manufacture to get things sorted out. It seems the process is not atypical but it is slower than what I am used to. Still we need to get through this before the construction of the boiler even begins.

Calcon was in working on the electrical and controls for the influent pumps and control cabinets.

Maintenance staff installed a new gear box on the belt filter press, it is a wear item so it does happen. It's also the only press we have so when it goes down it shuts our solids handling process. We keep a spare gearbox on hand due to part lead times. A new gear box has since been ordered.

We spent a good amount of time this month cleaning things up around the facility to make sure things are tidy. Not only did we have the Sea Crest folks come in but we have the high school tours in the beginning of November.

During the month of October 2023 rainfall was below historic normal for Half Moon Bay. The 10-year average for the area is 1.847 inches of rain in October, (1.57 inches used to be considered normal, this year we received 0.34 inches, clearly below both the 10 year average as well as the normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.34 inches, (from the NOAA gauge at the plant). Our roof top had 0.36 at the plant, 0.29 inches in the GCSD service are, and 0.21 inches at the MWSD weather station. There were micro-climate variations verified by the data.

Below is a chronological summary of some of the occurrences during the month of October 2023.

- 10/1/2023 – SUNDAY-Daily ops rounds and duties. Add Caustic to MLSS influent. Add polymer to AB3. Work on paperwork. Fill up a couple polymer totes. Pedro's cleaning service here at the office.
- 10/2/2023 – Daily ops rounds and duties. Add polymer to both AB's. Add chlorine to AB3 surface. Fill up and mix a couple polymer totes. Perform plant weekly inventory. Place an order for Caustic soda.
- 10/3/2023 – Daily ops rounds and duties. Hypochlorite delivery to plant. Add polymer to both aeration basins. Add caustic to MLSS influent. Found Hypo leak on chemical tank #2 at the expansion joint, prep tools for following day to be worked on. Perform confined space at PRINCETON pump station in order to clean wet well. Fill up a 55 gallon drum of chlorine for AB3 foam.

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- 10/4/2023 – Daily ops rounds and duties. RDT fail on auto, reset by shutting down main breaker. Cleaned out all chemical pump filters. Add chlorine to AB3 surface. Add polymer during the day to MLSS influent. DU-ALL confined space training to all staff. Lots of foam in MLSS channel leading to tank, hose down and wash foam away. Collect and set up alpha labs for pick up. Caustic Soda delivery.
- 10/5/2023 – Daily ops rounds. Add caustic soda to MLSS influent channel. CALCON at the plant working on electrical equipment (annuals). Talked to Jimmy from CALCON about SCADA programming. Add diluted polymer to both aeration basins. Bleach and cleaned all samplers.
- 10/6/2023 – Daily ops rounds and duties. Add polymer to MLSS influent and add chlorine to the surface of AB3 to kill foam. CALCON here working on PM'S and annuals. CEPT polymer pump that feeds primaries not working, removed and clean works ok now. Hypo pump at PRINCETON pump station not working properly, had mechanic look into it and then calibrated pump, works well now. Power glitch at the plant in the evening had to reset a few alarms.
- 10/7/2023 – Saturday- Daily ops rounds and duties. Add polymer and caustic to MLSS influent. Add chlorine to the surface of AB3. Fill up a few mixed polymer totes during the day. Mechanical building #1 door broken and will not close. Replaced ALUM PAX-XL tote.
- 10/8/2023 – Sunday- Daily ops rounds and duties. Add caustic and polymer to MLSS influent. Mix a couple polymer totes.
- 10/9/2023 – Holiday- Daily ops rounds. Continue adding polymer to control the amount of foam and caustic soda to raise the PH levels in the MLSS influent. Fill and mix a few polymer totes during the day. CALCON here working on PM's. CINTAS here to pick up and deliver work clothes.
- 10/10/2023 – Daily ops rounds and duties. Add polymer to MLLS influent. CALCON here working on PM's. Add chlorine to the surface of AB3.
- 10/11/2023 – Daily ops rounds and duties. Add polymer and caustic soda to both AB3 and AB4. Channel leading to MLSS has high amount of foam, wash down channel. CALCON here at the plant for PM's. Cleaned all chemical pump filters. Add chlorine to AB3 because of high foam.
- 10/12/2023 – Daily ops duties. Add polymer to both AB's influent. Add chlorine to AB3 surface. CALCON out working on pump station equipment. Hose down influent wet well, found thick layer of solids build up. Hose down channel

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leading to MLSS tanks. Calibrate and test MLSS meter. All staff meeting in the afternoon. Cleaned all samplers around the plant.

- 10/13/2023 – Daily ops rounds and duties. Add diluted polymer to MLLS influent. Spray hypo to AB3 surface to remove foam. CALCON doing PM's at pump stations. SRT consultants and other vendors here looking into #3 water pumps and effluent pumps.
- 10/14/2023 – Saturday- Pumpkin Festival weekend. Daily ops rounds and duties. Add polymer to MLSS influent. Spray hypo to AB3 foam. Add caustic soda to MLSS influent. American portables here to dump waste.
- 10/15/2023 – Sunday- Pumpkin Festival weekend. Add caustic and polymer to MLSS influent. Pick up samples for ALPHA LABS. American Portables here to dump waste form festival.
- 10/16/2023 – Daily ops rounds and duties. Add diluted polymer to MLSS influent and spray hypo to AB3 on surface to control high foam. Collect ALPHA LAB samples. Received a high SO2 alarm which exceeded the maximum daily for a few seconds, tried to remedy the issue by setting the SO2 analyzer manually.
- 10/17/2023 – Daily ops rounds and duties. Add diluted polymer to MLSS influent. Spray hypo to AB3. Wash down channel leading to both aeration basins. Noticed DO valve to AB4 not opening in auto mode, Opened it manually for more air flow and then set to auto.
- 10/18/2023 – Daily ops rounds and duties. Add chemicals to aeration basins. Clean contact basin #1. Switch all chemical feed pumps. Noticed a very high CL2 usage due to possible nitrification, decide to lower DO set point and monitor process. Maintenance crew working on belt press gear box because of knocking noise coming out of it. Ops meeting in the afternoon.
- 10/19/2023 – Daily ops rounds and duties. Add caustic soda and polymer to MLSS. Add CL2 to AB3 surface foam. Clean contact basin #2. Clean and replace tubing for all samplers in the plant. Maintenance crew finished installing new gear box at the belt press. Cleaned both DO meters for the aeration basins. Replaced polymer tote for the belt press.
- 10/20/2023 – Daily ops rounds and duties. Spray hypochlorite to AB3 surface to remove foam. Add polymer and caustic soda to MLSS influent. Refill a few polymer totes with diluted polymer. Sodium Hydroxide delivery to plant.
- 10/21/2023 – Saturday- Daily ops rounds. Spray hypo to AB3 tank only. Add caustic soda and polymer to MLSS influent. Normal duties nothing unusual.

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- 10/22/2023 – Sunday- Daily ops rounds and duties. Add caustic soda and polymer to MLSS influent. High SO2 alarm after the SO2 self-check, diagnosed and found air in the chemical line. Pedro's cleaning service in the admin office cleaning.
- 10/23/2023 – Daily ops rounds and duties. Forklift front tire flat, Pacific Solutions here to replace 2 front tires. CALCON here working on influent pump cabinets, set up trash pump in influent well while CALCON works on programming. Sodium hypochlorite delivery to plant. Add polymer to MLSS influent and add chlorine to AB# surface.
- 10/24/2023 – Daily ops rounds and duties. Add polymer and caustic to MLSS influent. Spray chlorine to AB3 surface. Perform weekly inventory on supplies for plant. Sodium Bisulfite delivery to plant. Found PORTOLA pump station pump 1 leaking did inform mechanics. CALCON here working on influent pump cabinets.
- 10/25/2023 – Daily ops rounds and duties. Add polymer to MLSS influent. Spray chlorine to AB3 surface. Add caustic to MLSS. CALCON here working on influent pump cabinets. Clean and wash down plant for next week's plant tours.
- 10/26/2023 – Daily ops rounds and duties. Add polymer and spray chlorine to AB3. CALCON here To work on influent pump area. Replace blower air filters. CALCON here working on influent pump area. Clean up around the plant with pressure washer. Run all influent pumps by hand. Alum delivery and Portola pump delivery to plant. Late deliveries but luckily someone was still on site.
- 10/27/2023 –Daily ops rounds and duties. Add caustic soda to MLSS to improve PH balance. CALCON here at the plant working on small influent pumps. Mechanics working on influent pump #2 flapper valve. Clean all DO probes in the aeration basins. Reduce cl2 to RAS to 40lbs/day.
- 10/28/2023 – Saturday- Daily ops rounds and duties. Add polymer to both aeration basins due to foam on the surface. Add caustic soda to MLSS influent to bring up PH. Fill up a couple mixed polymer totes.
- 10/29/2023 – Sunday- Daily ops rounds and duties. Add chemicals to aeration basins. Pedro's cleaning service here in the admin building. Normal day.
- 10/30/2023 – Daily ops rounds and duties. Add chemicals to aeration basins. Clean around the plant, pick up debris and wrap up hoses. There was a plant tour for Sea Crest School, approximately 25 in total. On the back end of

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this week we are expecting the High school tours which will be larger and span two days. Replace the Alum tote. Collect COVID samples and deliver to UPS.

10/31/2023 – Daily ops rounds. Add chemicals to aeration basins. Tuesday tailgate safety training. Perform weekly plant inventory check. Place an order for Ferric chemical. Continue power washing different areas around the treatment plant.

Other activities are listed below:

There were 14 deliveries (approximately 11,230 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 1,123.00. There were no leachate deliveries to the SAM IPS line in the month of October 2023, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 36,216 feet of sewer line and responded to nine service calls in contract service areas. There were six sewer line related calls and three maintenance service calls. Four of the callouts were during regular business hours or started during regular business hours, five were after hour calls. Two calls were in HMB, two were in GCSD and five were in the MWSD service area.

HMB – The service calls in HMB were as follows; 10/2 - Low voltage alarm on syphon line smart cover, replaced battery and e-box. All good, reordered a battery and an e-box. 10/25 - Smart cover Railroad and Central, had to replace battery and antenna per smart cover, all okay now. A new sensor was order for this location as well.

There were no maintenance service calls in HMB service area in the month of October 2023.

GCSD – The service calls in GCSD were as follows; 10/3 - Call for back up in shower / toilet. Crew arrived and flushed the main line finding no obstruction. Advised the owner / tenant to contact a plumber to resolve issue. 10/23 - Call for backed up drains. When the crew arrived the observed standing water in the cleanout. Crew flushed the main finding no obstruction. Crew

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	34

assisted to clear blockage but advised owner / tenant to contact a plumber to further look into issue.

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

MWSD – The sewer line related call in the MWSD area was as follows; 10/2 - High level alarm at Date Harte smart cover, cause was toilet paper build up on shelf. Crew removed a bucket of toilet paper / rags from bench to restore flow. 10/10 - High level alarm at Date Harte smart cover, cause was toilet paper build up on shelf. Crew removed a bucket of toilet paper / rags from bench to restore flow.

The maintenance calls in the MWSD service area were as follows; 10/4 - Seal cove #2, Station was operating normally upon arrival. 3 alarms were showing, station fail, line power, phase loss. Reset alarms and checked station for normal operation. 10/18 - Seal cove #2 again, Station was operating normally upon arrival. 3 alarms were showing, station fail, line power, phase loss. Reset alarms and checked station for normal operation. 10/27 - MWSD - multiple stations due to power failure. Date Harte, 5th, Kanoff, 7th, Niagara, Vallemar, California, Seal Cove 1,2,3,4, Distillery, Airport. Cleared alarms at stations and checked them all for normal operation.

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

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report October 2023

Attachment B: Monthly NPDES Report October 2023

Attachment C: Collection System Data October 2023

Attachment D: Contract Collection Service Report October 2023

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	S. Boyd	B. Softky	J. Randle
	J. Grant	H. Rarback	35

Attachment A

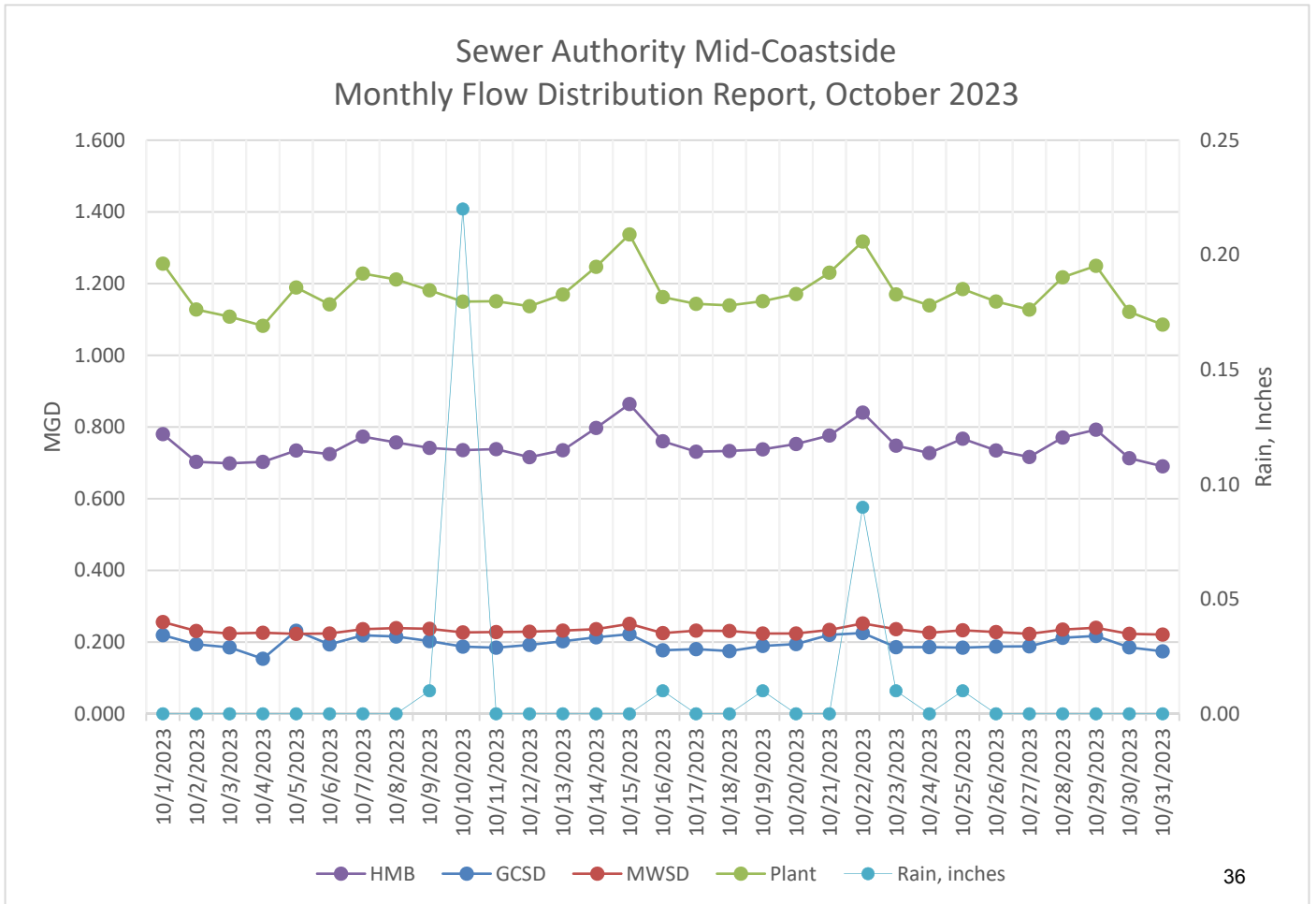
Flow Distribution Report Summary for October 2023

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

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.748	63.58%
Granada Community Services District	0.197	16.72%
Montara Water and Sanitary District	<u>0.232</u>	<u>19.70%</u>
Total	1.177	100.0%



Sewer Authority Mid-Coastside

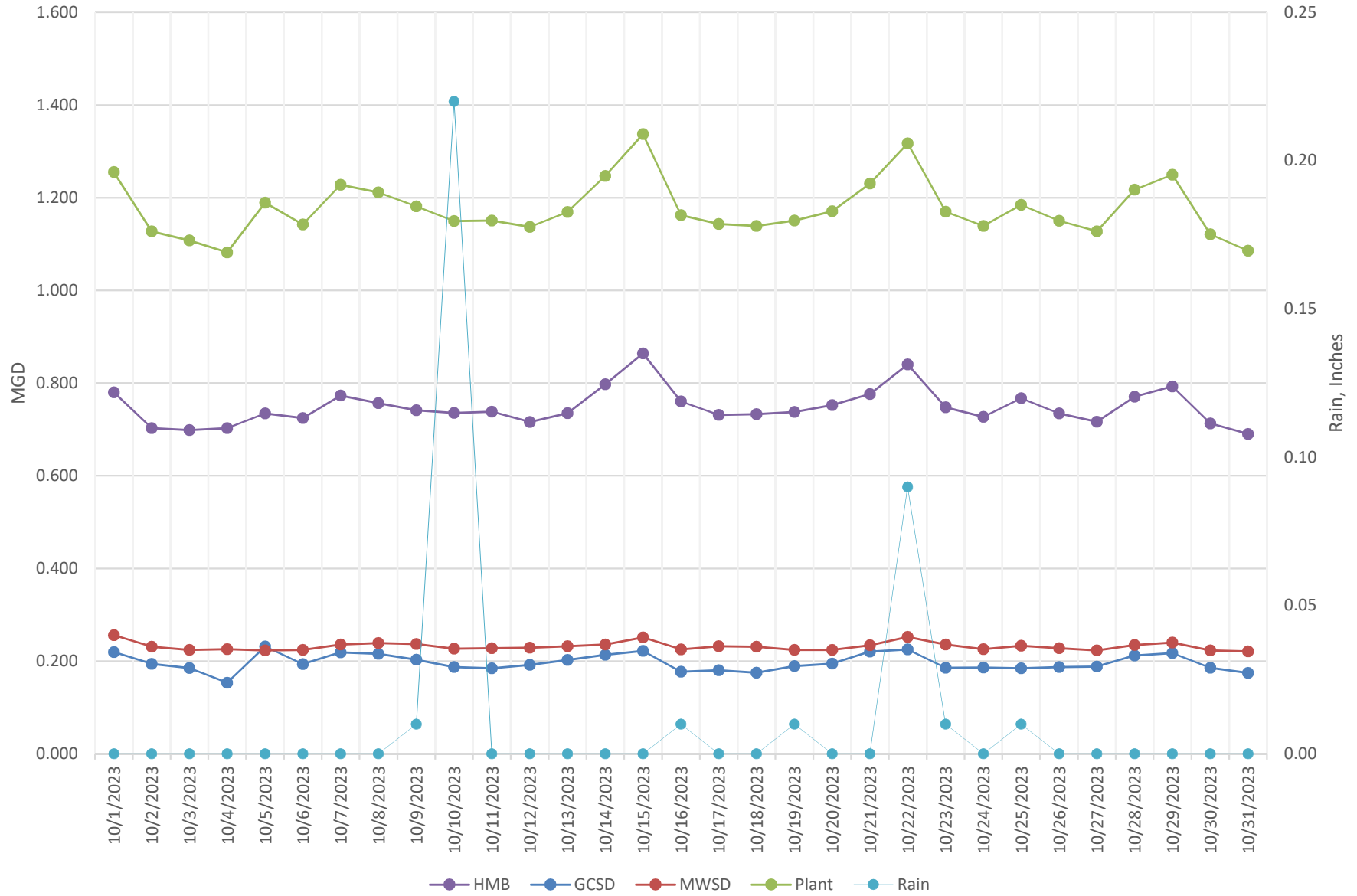
Monthly Flow Distribution Report for October 2023

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
10/1/2023	0.780	0.219	0.256	1.256	0.00	0.00	0.00
10/2/2023	0.703	0.194	0.231	1.128	0.00	0.00	0.00
10/3/2023	0.699	0.185	0.224	1.108	0.00	0.00	0.00
10/4/2023	0.703	0.154	0.226	1.082	0.00	0.00	0.00
10/5/2023	0.735	0.232	0.223	1.189	0.00	0.00	0.00
10/6/2023	0.725	0.194	0.224	1.142	0.00	0.00	0.00
10/7/2023	0.773	0.219	0.236	1.228	0.00	0.00	0.00
10/8/2023	0.757	0.216	0.239	1.212	0.00	0.00	0.00
10/9/2023	0.742	0.203	0.237	1.181	0.01	0.01	0.01
10/10/2023	0.735	0.187	0.227	1.150	0.22	0.13	0.09
10/11/2023	0.738	0.184	0.228	1.151	0.00	0.00	0.00
10/12/2023	0.716	0.192	0.229	1.137	0.00	0.00	0.00
10/13/2023	0.735	0.202	0.232	1.169	0.00	0.00	0.00
10/14/2023	0.797	0.213	0.236	1.247	0.00	0.00	0.00
10/15/2023	0.864	0.222	0.251	1.337	0.00	0.00	0.00
10/16/2023	0.760	0.177	0.225	1.162	0.01	0.00	0.00
10/17/2023	0.731	0.180	0.232	1.144	0.00	0.00	0.00
10/18/2023	0.733	0.175	0.231	1.139	0.00	0.00	0.00
10/19/2023	0.738	0.189	0.224	1.151	0.01	0.00	0.00
10/20/2023	0.752	0.194	0.224	1.171	0.00	0.00	0.00
10/21/2023	0.776	0.220	0.234	1.230	0.00	0.00	0.00
10/22/2023	0.840	0.225	0.252	1.317	0.09	0.14	0.10
10/23/2023	0.748	0.186	0.236	1.170	0.01	0.01	0.01
10/24/2023	0.727	0.186	0.226	1.139	0.00	0.00	0.00
10/25/2023	0.767	0.184	0.233	1.185	0.01	0.00	0.00
10/26/2023	0.735	0.187	0.228	1.150	0.00	0.00	0.00
10/27/2023	0.716	0.188	0.223	1.127	0.00	0.00	0.00
10/28/2023	0.771	0.212	0.235	1.218	0.00	0.00	0.00
10/29/2023	0.792	0.217	0.240	1.250	0.00	0.00	0.00
10/30/2023	0.713	0.185	0.223	1.121	0.00	0.00	0.00
10/31/2023	0.690	0.174	0.221	1.086	0.00	0.00	0.00
Totals	23.192	6.098	7.186	36.477	0.36	0.29	0.21

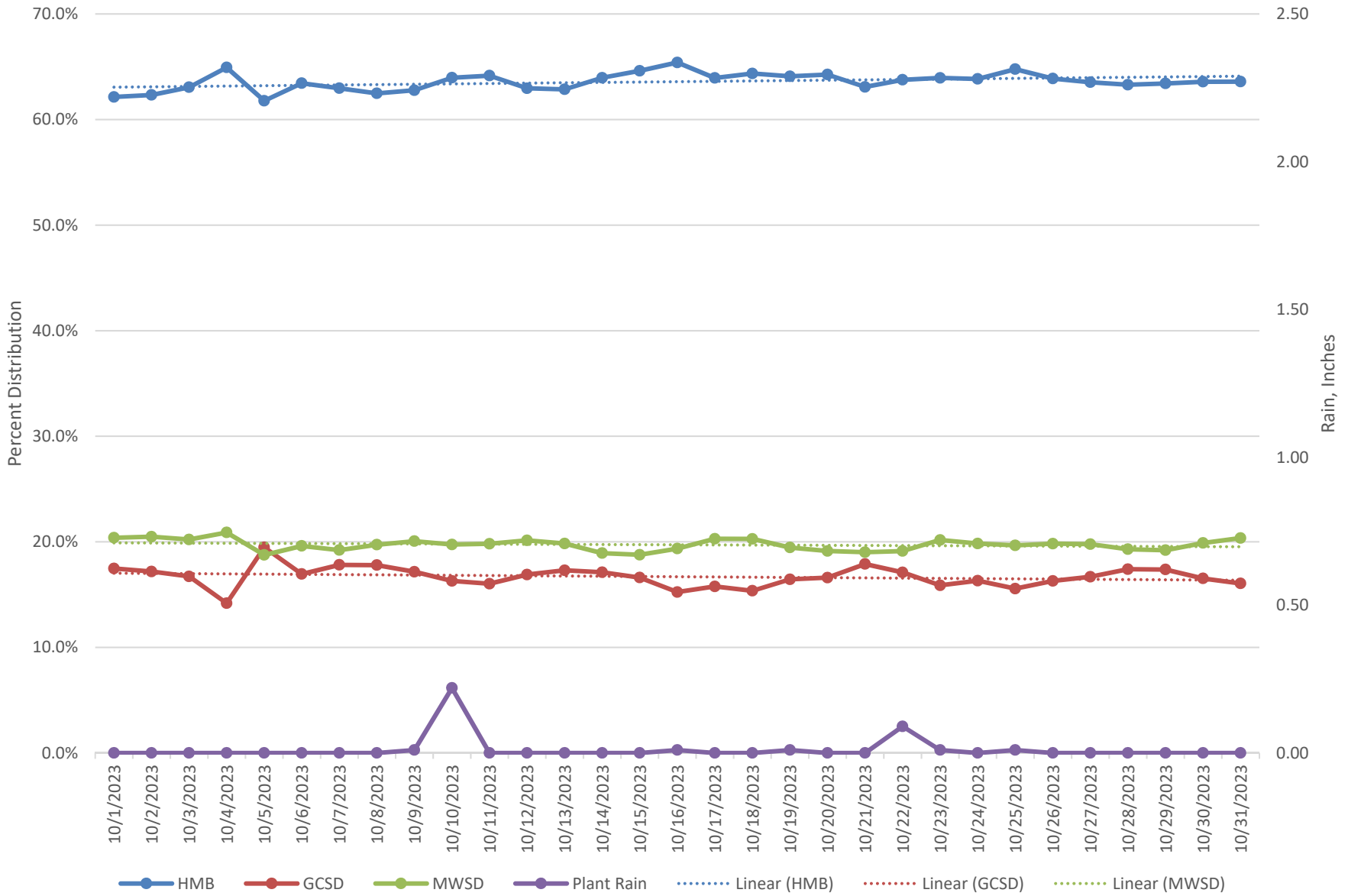
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.690	0.154	0.221	1.082
Average	0.748	0.197	0.232	1.177
Maximum	0.864	0.232	0.256	1.337
Distribution	63.58%	16.72%	19.70%	100.0%

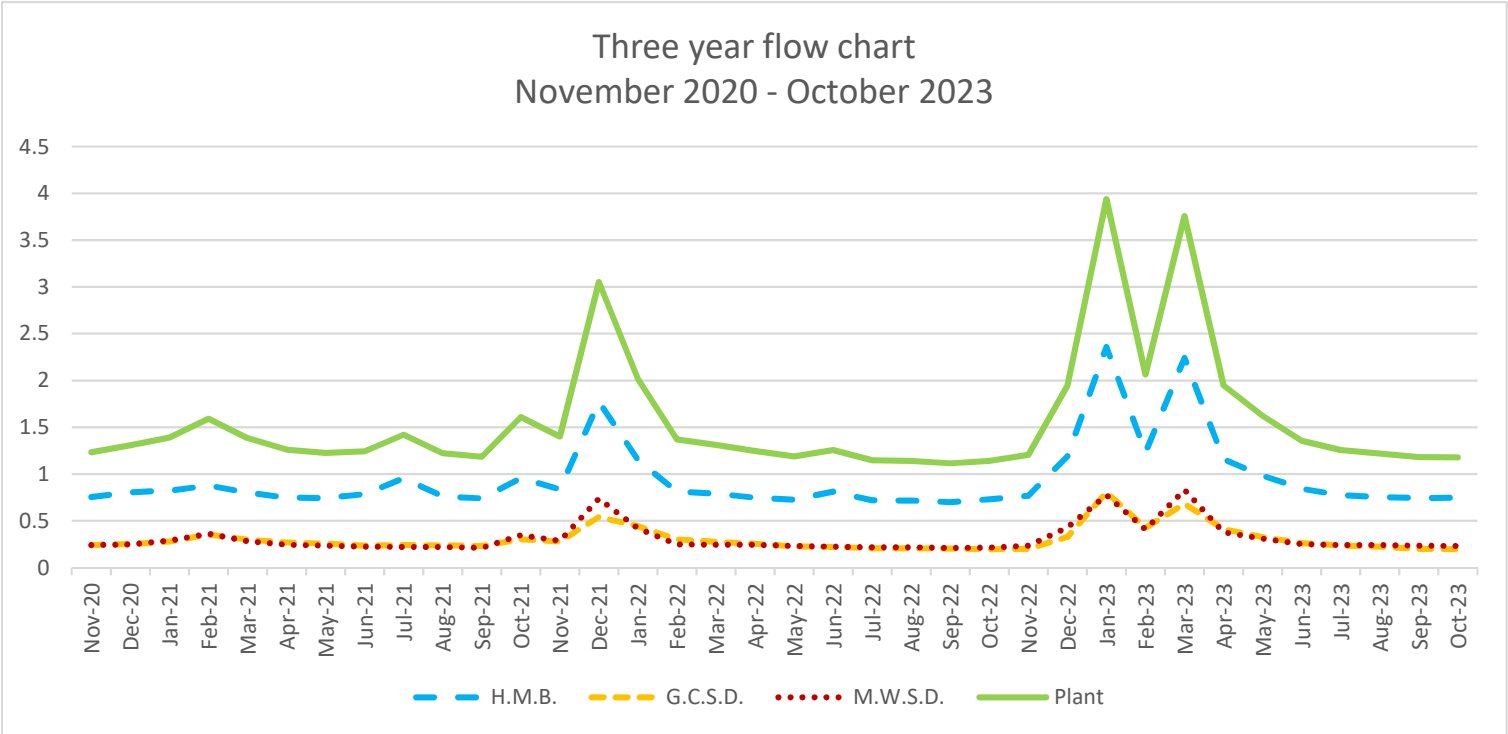
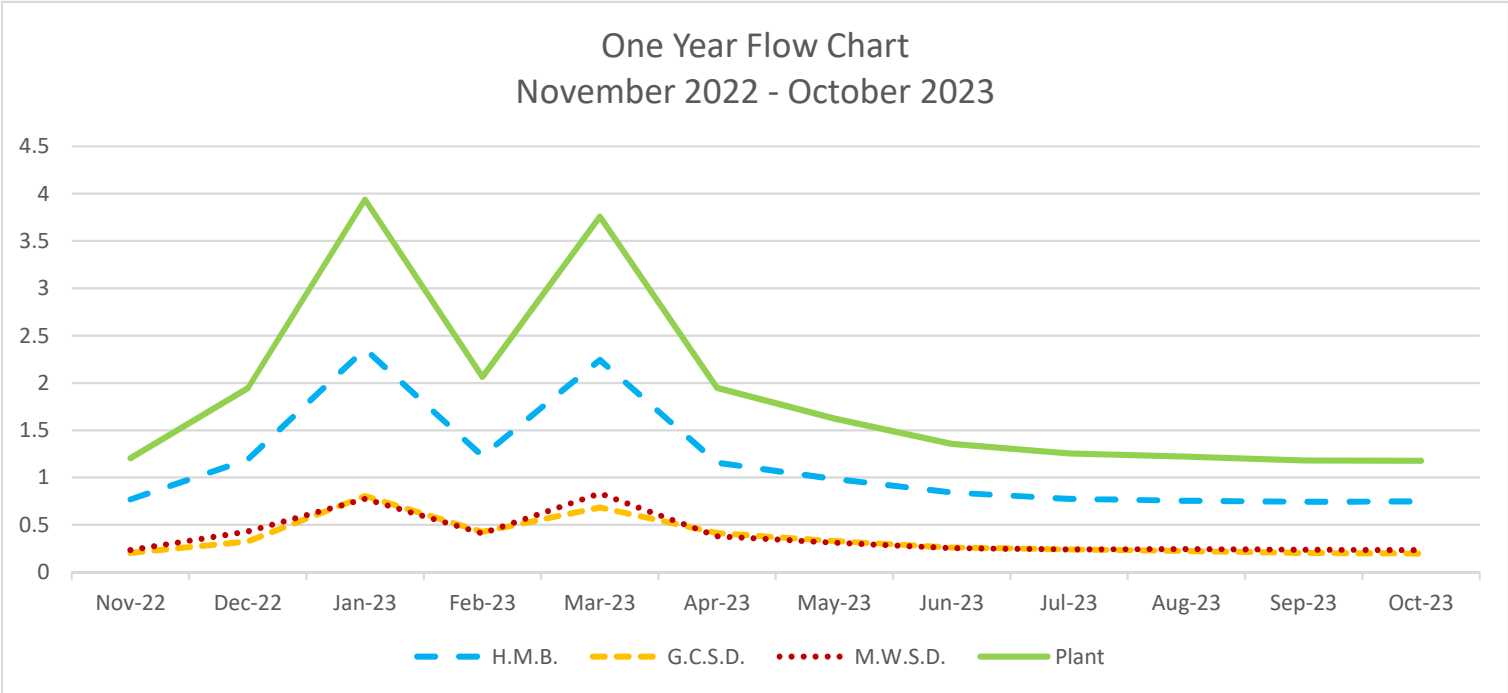
Sewer Authority Mid-Coastside Monthly Flow Distribution Report, October 2023



Percent Distribution October 2023

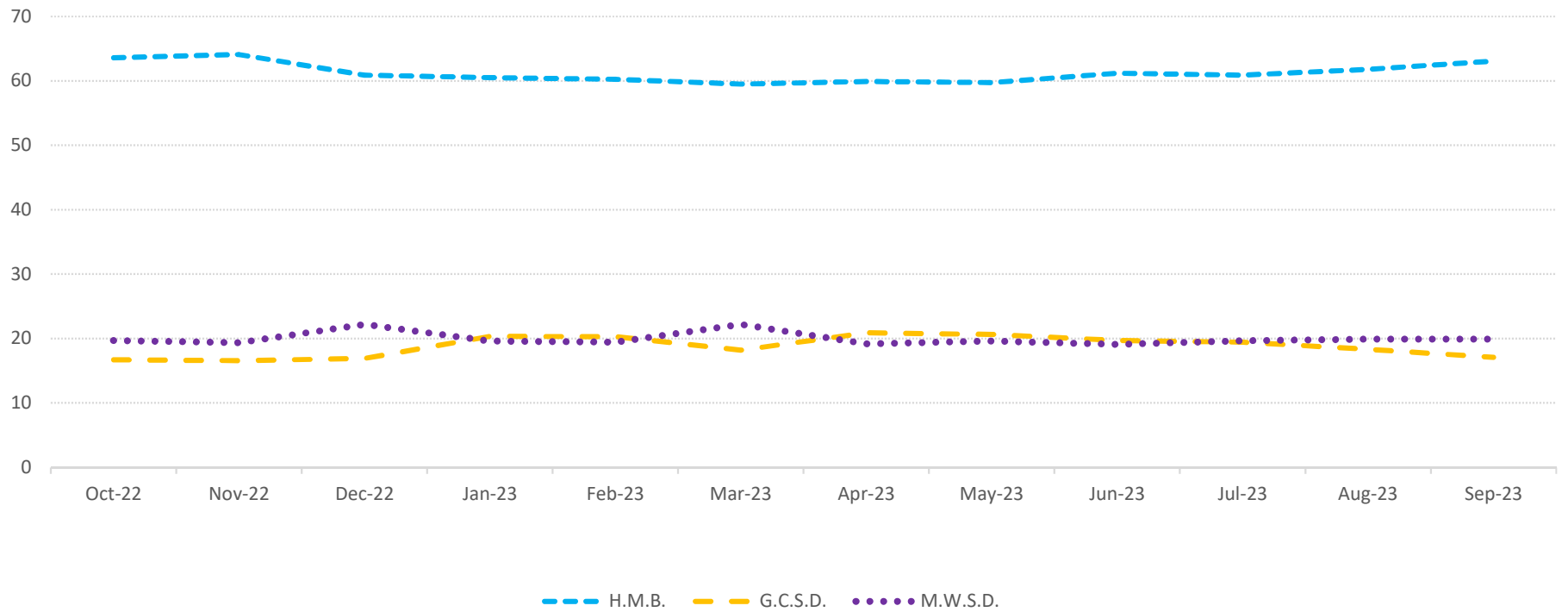


Most recent flow calibration March 2021 PS, March 2023 Plant inf



Flow based percent distribution based for past year

1 year Distribution by %
November 2022 - October 2023



SAM E-001 October 2023

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
10/1/2023								
10/2/2023								
10/3/2023	370	8.80		97.6%	230	190	6.3	
10/4/2023	330	9.50		97.1%	250	220	7.8	
10/5/2023								
10/6/2023								
10/7/2023			9.15					7.05
10/8/2023								
10/9/2023								
10/10/2023								
10/11/2023	370	13.00		96.5%	250	200	8.0	
10/12/2023	550	16.00		97.1%	260	210	10.0	
10/13/2023								
10/14/2023			14.50					9.00
10/15/2023	460	5.30		98.8%	290	250	4.1	
10/16/2023	420	7.60		98.2%	310	270	6.9	
10/17/2023								
10/18/2023								
10/19/2023								
10/20/2023								
10/21/2023			6.45					5.50
10/22/2023								
10/23/2023	380	7.20		98.1%	180	210	6.7	
10/24/2023	340	7.20		97.9%	260	210	10.0	
10/25/2023								
10/26/2023								
10/27/2023								
10/28/2023			7.20					8.35
10/29/2023								
10/30/2023								
10/31/2023	390	22.00		94.4%	280	190	6.1	
Count	9	9	4	9	9	9	9	4
Minimum	330	5.30	6.45	94.4%	180	190	4.1	5.5
Average	401	10.73	9.33	97.3%	257	217	7.3	7.5
Maximum	550	22.00	14.50	98.8%	310	270	10.0	9.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 October 2023

Date	BOD % Removal	Eff Settleable Matter mg/l	Eff Settleable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
10/1/2023						0.00
10/2/2023						0.00
10/3/2023	97.3%	0.10		4.20		0.00
10/4/2023	96.9%	ND		2.30		0.00
10/5/2023						0.00
10/6/2023						0.00
10/7/2023			ND		3.25	0.00
10/8/2023						0.00
10/9/2023						0.00
10/10/2023						0.00
10/11/2023	96.8%	ND		4.40		0.00
10/12/2023	96.2%	0.10		5.90		0.00
10/13/2023						0.00
10/14/2023			ND		5.15	0.00
10/15/2023	98.6%	ND		1.90		0.00
10/16/2023	97.8%	ND		2.30		0.00
10/17/2023						0.00
10/18/2023						0.00
10/19/2023						0.00
10/20/2023						0.00
10/21/2023			ND		2.10	0.00
10/22/2023						0.00
10/23/2023	96.3%	ND		2.20		0.00
10/24/2023	96.2%	ND		3.40		0.00
10/25/2023						0.00
10/26/2023						0.00
10/27/2023						0.00
10/28/2023			ND		2.80	0.00
10/29/2023						0.00
10/30/2023						0.00
10/31/2023	97.8%	ND		5.10		0.00
Count	9	2	0	9	4	31
Minimum	96.2%	0.1	< 0.00	1.90	2.10	0.0
Average	97.1%	0.10	#DIV/0!	3.52	3.33	0.0
Maximum	98.6%	0.1	0.0	5.90	5.15	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 October 2023

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
10/1/2023	0.00		6.64	20.7			6.97	77.4
10/2/2023	0.00		6.80	20.9			6.96	77.9
10/3/2023	0.00		6.65	20.2			6.10	67.2
10/4/2023	0.00	4.3	6.62	21.3	ND		7.03	79.3
10/5/2023	0.00		6.48	21.9			6.81	77.6
10/6/2023	0.00		6.72	22.2			6.99	80.2
10/7/2023	0.00		6.69	22.0		5.74	6.31	72.1
10/8/2023	0.00		6.67	21.7			6.55	74.5
10/9/2023	0.00		6.75	21.1			6.70	75.2
10/10/2023	0.00		6.71	21.1			6.31	70.8
10/11/2023	0.00		6.56	21.6			5.78	65.4
10/12/2023	0.00	6.1	6.73	20.8	ND		7.57	84.8
10/13/2023	0.00		6.49	21.3			5.57	62.0
10/14/2023	0.00		6.54	20.8		ND	6.10	68.1
10/15/2023	0.00		6.72	21.4			7.01	79.1
10/16/2023	0.00	6.8	6.73	21.0	ND		5.02	56.3
10/17/2023	0.00		6.68	21.4			7.18	81.2
10/18/2023	0.00		6.68	21.3			7.42	83.7
10/19/2023	0.00		6.52	21.0			7.09	79.5
10/20/2023	0.00		6.66	21.6			6.83	76.5
10/21/2023	0.00		6.90	20.4		ND	7.12	79.1
10/22/2023	0.00		6.63	21.0			5.89	64.0
10/23/2023	0.00		7.15	21.2			6.90	77.7
10/24/2023	0.00	24.0	7.11	21.2	ND		7.61	85.8
10/25/2023	0.00		7.08	20.7			6.57	73.2
10/26/2023	0.00		7.12	20.2			8.01	88.7
10/27/2023	0.00		6.96	19.5			6.82	74.2
10/28/2023	0.00		6.85	19.3		ND	6.80	73.9
10/29/2023	0.00		6.86	19.4			6.88	74.8
10/30/2023	0.00		6.98	19.1			6.92	74.8
10/31/2023	0.00		7.09	19.8			7.67	84.1
Count	31	4	31	31	0	1	31	31
Minimum	0.00	4.3	6.48	19.1	< ND	< ND	5.02	56.3
Average	0.0	10.3	6.77	20.9	< ND	< 5.74	6.76	75.5
Maximum	0.00	24.0	7.15	22.2	0	< 5.7	8.01	88.7
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, October 2023

October 2023

	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
Total	0	0	0	0	0

12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	1	0	0	1	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	2	2	0	0	0
Total	15	6	0	3	6
		40%	0%	20%	40%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
October 2023	0	0	0	0	0
12 Month Moving Total	15	6	0	3	6

SSOs / Year / 100 Miles

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

12 Month Rolling Total Sewer Cleaning Summary

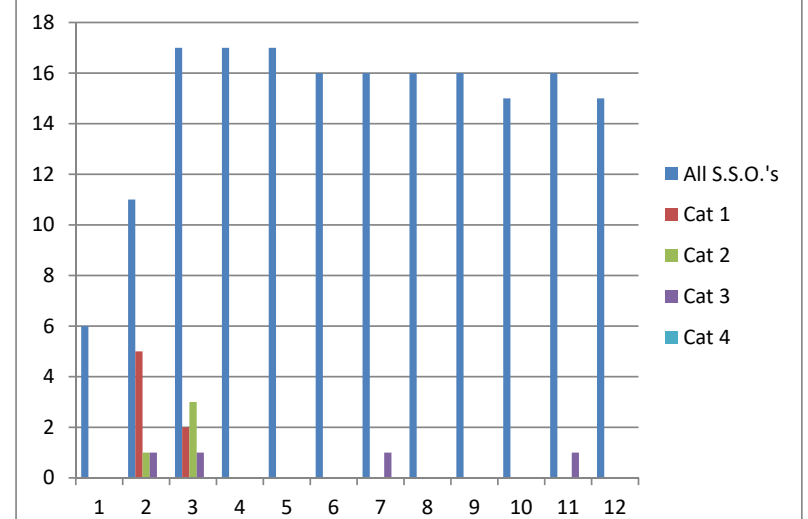
Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
Mar - 23	12,243	9,395	10,140	31,778	6.0
Apr - 23	10,883	12,375	8,290	31,548	6.0
May - 23	12,239	11,619	5,356	29,214	5.5
June - 23	11,096	10,472	5,375	26,943	5.1
July - 23	9,325	10,286	4,744	24,355	4.6
Aug - 23	22,726	8,469	9,951	41,146	7.8
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9

Annual ft	149,414	127,802	90,131	367,347	
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Annual Mi.	28.3	24.2	17.1		69.6
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Attachment C

12 Month Moving SSO Totals Through October 2023



TASK SUMMARY- GCSD 2023-2024

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



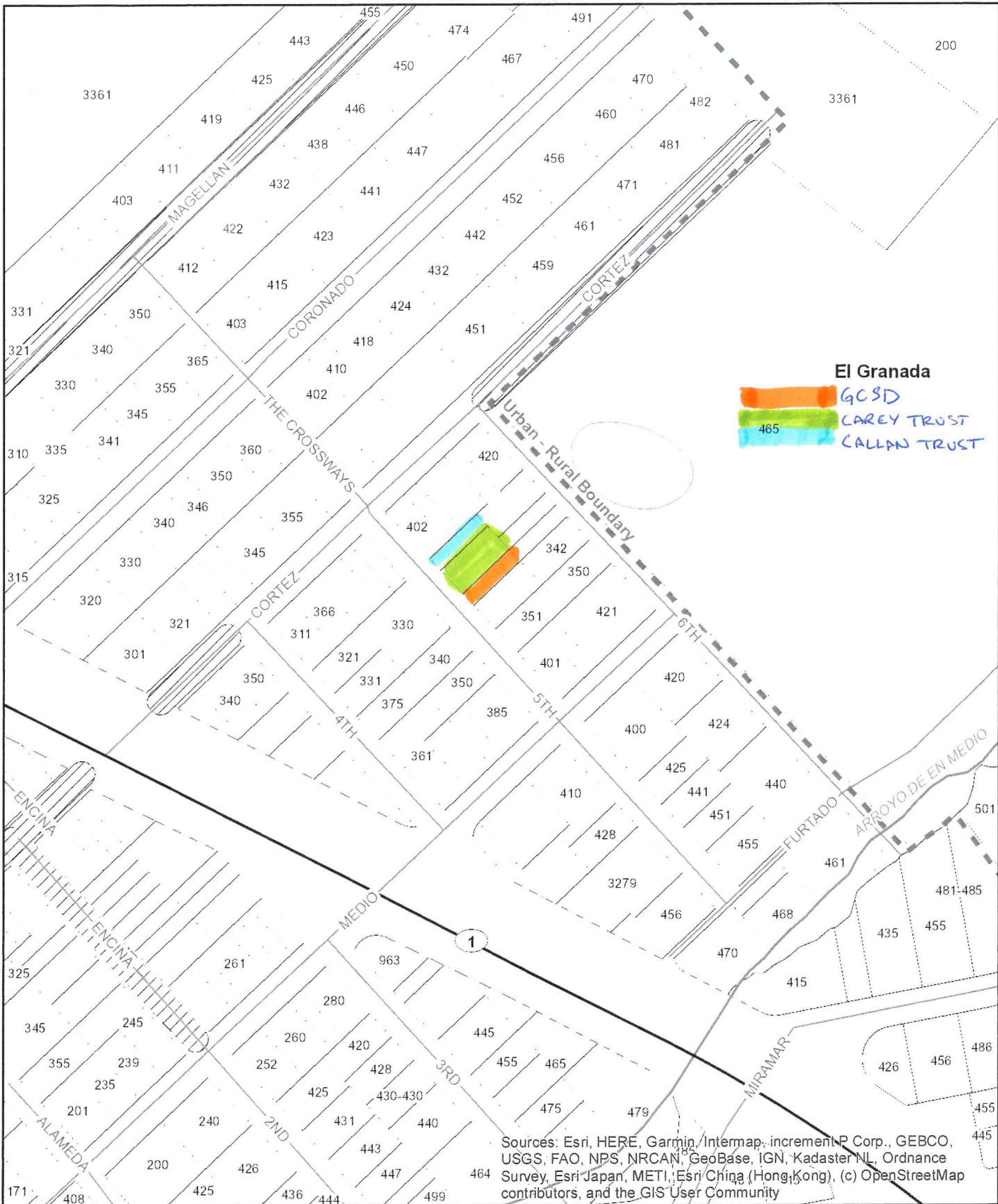
GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

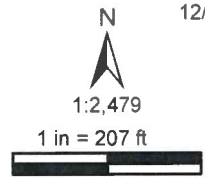
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Appointment of Chuck Duffy as Property Negotiator for Potential Sale of APN 048-046-120
Date: December 21, 2023

During the November 16, 2023 Regular Board Meeting, local resident Tom Carey spoke during public comment and informed the District Board that he would soon put one of his parcels on the market. The Carey parcel is adjacent to a District owned parcel (APN 048-046-120 – map attached) which was attained in 2002 through foreclosure process. Mr. Carey asked that the District consider selling its parcel concurrently with his. The District parcel is 2500 square feet and requires annual mowing for fire mitigation.

Staff recommends that the Board appoint General Manager Chuck Duffy as property negotiator for the potential sale of District Parcel 048-046-120 so he may further investigate possible terms and prices for said parcel and present that information to the Board at a later meeting.



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



12/14/2023

48 Figure 1



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

November 16, 2023 at 7:00 pm

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:03 p.m.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant participated via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada.

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore, and Acting District Counsel Antoinette Ranit.

GENERAL PUBLIC PARTICIPATION

El Granada resident, Tom Carey, addressed the Board regarding a parcel owned by GCSD in East Miramar. The parcel is positioned between undeveloped lots owned by Mr. Carey and he proposed that the District consider selling the lot in order for it to be merged. President Marsh requested that this issue be placed on a future agenda.

REGULAR MEETING AGENDA

1. Public Hearing: Consideration of Approval of Ordinance No. 177, an Ordinance Regarding Compensation of Directors of the Granada Community Services District – Second Reading.

ACTION: Director Clark moved to waive the second reading of the Ordinance (Clark/Dye). Approved 4-1, Director Grant opposed.

Director Grant expressed concerns that the Ordinance could allow for abuse and should be revised to require appointed committee members seek prior approval to committee meetings and give written reports at regular board meetings. President Marsh pointed out that standing committee meetings require public notice, that all payments for attendance would be public through warrants, and that there is an agenda item for committee meeting reports. Director Clark questioned if the language in the ordinance would allow for SAM committee members to be paid by both agencies for attendance at a SAM meeting. General Manager Duffy noted that historically, committee members have not done so but that the language could be interpreted either way.

President Marsh opened the Public Hearing. There were no comments from members of the public, and the Public Hearing was closed. President Marsh suggested that the Ordinance be revised to include clarifying language requiring a member deliver a report after appointed committee meetings and to cap Director compensation at \$190 in the event that another public agency also provides compensation. Mr. Duffy stated that the Ordinance will be re-introduced at a future meeting.

2. Parks and Recreation Activities.

a. Report on Granada Community Park and Recreation Center.

Project Manager Ray Razavi reported that the team is continuing to collect information for CEQA documents, the biological report is complete, the cultural report is almost complete, and a noise study contract with sub-consultant has been executed. Mr. Razavi highlighted that if the district applies for federal grants, the district would need to partner with a federal agency and those possibilities will be investigated. Director Clark stressed that if NEPA is pursued that the District be very cautious in choosing a federal agency as a partner. Director Dye asked that target dates be set so the project moves along. Mr. Razavi stated that no additional changes would be made to the project description and said late February would be a good goal for submitting for CEQA.

b. Report on planned Recreation Program Events.

The Assistant General Manager reported that the skate ramp resurfacing was finished, mowing of the community park parcel was completed. Director Dye asked about contractors parking on the property. Staff pointed out that there is no real enforcement policy in place but that the situation will continue to be monitored. Community Member Fran Pollard commented that it has been almost 10 years since the Community Services District was formed and that people still can't even play on the park area. She suggested that grass seed could be spread so the park can be used.

3. Consideration of Amendment to District Bylaws Regarding Check Signatory Rules.

Mr. Duffy explained that the policy change would address two main issues. First, to allow two board members to sign District checks if the General Manager or Assistant General Manager were not available. And second, for the General Manager or Assistant General Manager to be authorized to be the sole signatory on any checks under \$1,000. Director Dye remarked that the language in the policy should reflect that sole signatory privilege would only be for checks that required urgency. Director Clark questioned if the bank or a recipient would deem a check with one signature as unacceptable. Ms. Atmore stated that she would reach out to the bank again for confirmation.

ACTION: Director Dye moved to authorize the amendment to the District Bylaws regarding check signatory rules with the amendment that item 4 will add the phrase "applicable in the case of urgency". (Dye/Randle) Approved 5-0.

4. Consideration of District Investment Policy and Alternatives for District Funds Investments.

Mr. Duffy explained that there are different investment vehicles available for District reserves and that the District has generally invested with LAIF in the past. He stated that CalTrust and CAMP have higher returns, currently averaging 5.5% vs. the LAIF return of 3.3%. Mr. Duffy proposed that money currently invested in LAIF be moved to either CAMP or CalTrust. President Marsh pointed out that the difference on return right now would result in an extra \$60,000 per year.

ACTION: Director Dye moved to approve the District Investment Policy and directed staff to open new accounts as necessary and transfer some reserves from LAIF to any appropriate investment alternative. (Dye/Clark) Approved 5-0.

5. Engineer's Report.

Director Dye asked for clarification on the Pillar Point Harbor sewage meter. Mr. Duffy explained that the commercial customers are billed on water usage and that because much of the water used by the Harbor District is wash water that runs to the ocean, the installation of a meter measuring sewage into the District system would be more accurate. Ms. Atmore added that the Harbor District had not informed GCSD when the meter was installed and that a baseline read had not been supplied. She explained that now the Harbor District reports a monthly read to GCSD.

6. Report on Sewer Authority Mid-Coastside Meetings.

Director Clark reported that the SAM board authorized \$100,000 to install digester mixing pumps. SAM also passed an employee education reimbursement fund and approved an emergency incentive pay for employees who are called out during emergencies. Director Clark remarked that 7 businesses in the GCSD did not pass their FOG testing and multiple directors asked to see that list. Director Dye stated that in August of 2023, the insurance claims for SAM were verbally denied because floods are not covered. Since then SAM has been appealing the decision and it has not been received in writing. SAM has simultaneously been moving forward with a FEMA claim which at best will only cover approximately 80% of the cost of the flood. Director Dye also stated that SAM is now trying to purchase flood insurance.

CONSENT AGENDA

7. October 18th Special Meeting Minutes.

8. October 19th Regular Meeting Minutes.

9. November 2023 Warrants.

10. September 2023 Financial Statements.

11. Assessment District Distribution #4-23/24.

Director Clark requested additional information on the CASA membership and highlighted that the SAM CASA membership was \$14,000. Mr. Duffy stated that the cost for SAM may be much higher because of the size of the treatment plant and that he would follow up with SAM on that membership cost for clarification.

ACTION: Director Clark move to approve the consent agenda (Clark/Randle).
Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Atmore)

Ms. Atmore reported on the CSDA Board/Clerk conference that she attended in Seaside, CA. She also highlighted the District's outreach program for FOG (fats, oils, grease) and that grease bags for storing used home cooking oil had been placed around the District.

16. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:47 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: December 21, 2023.

**Granada Community Services District
December 2023 Warrants
For the December 21, 2023 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
11/16/23	9799	AT&T	Invoice dtd 11/05/23	6170 Utilities	\$ 119.98
11/16/23	9800	Dudek	09/30/23-10/27/23 Prof. Svcs	6151 General Manager	3,624.88
11/16/23	9801	Scott Menary Construction	Reconditioning Skate Ramp	1610 Construction in Progress	14,245.44
12/21/23	9802	Alhambra & Sierra Springs	Invoice dtd 11/23/23	6140 Office Supplies	36.97
12/21/23	9803	AT&T	Inv dtd 12/05/23	6170 Utilities	118.90
12/21/23	9804	Barbara Dye	11/16/23 GCSD	6040 Directors' Compensation	145.00
12/21/23	9805	BKF Engineers	Park Engineering Svcs-Nov 2023	5130 Parks & Rec Professional Svcs	247.00
12/21/23	9806	CliftonLarsonAllen LLP	Nov 2023 Accounting Svcs	6152 Accounting	3,339.00
12/21/23	9807	Comcast	12/13/23-01/12/24 Svcs	6170 Utilities	320.71
12/21/23	9808	Dudek	10/28/23-11/24/23 Prof. Svcs	6151 General Manager	7,953.75
12/21/23	9809	Horizon Water & Environment	Inv dtd 11/16/23	5130 Parks & Rec Professional Svcs	3,813.75
12/21/23	9810	Hue & Cry	Jan 2024 Pump Stn Alarm & Qrtly Ofc Alarm	6170 Utilities	132.88
12/21/23	9811	Jen Randle	11/16/23 GCSD	6040 Directors' Compensation	145.00
12/21/23	9812	Jill Grant	11/16/23 GCSD	6040 Directors' Compensation	145.00
12/21/23	9813	KBA Document Solutions, LLC	11/13/23-12/12/23	6020 Copier lease	41.64
12/21/23	9814	Kennedy Jenks	Oct 2023 Svcs, Sum 195	5010 SAM - General	8,273.20
12/21/23	9815	Kikuchi & Kankel Design Group	Prof Svcs through 11/30/23	5130 Parks & Rec Professional Svcs	3,911.25
12/21/23	9816	Matthew Clark	11/16/23 GCSD	6040 Directors' Compensation	145.00
12/21/23	9817	Nancy Marsh	11/16/23 GCSD	6040 Directors' Compensation	145.00
12/21/23	9818	Pacifica Community TV	11/16/23 GCSD	6180 Video Taping	400.00
12/21/23	9819	PG&E	Office Inv dtd 11/22/23	6170 Utilities	48.56
12/21/23	9820	PG&E	Pump Stn Inv dtd 11/15/23	6170 Utilities	261.55
12/21/23	9821	Pitney Bowes	Invoice dtd 12/04/23	6140 Office Supplies	98.98
12/21/23	9822	Rodolfo Romero	Dec Cleaning	6130 Office Maintenance & Repairs	180.00
12/21/23	9823	San Mateo County Harbor District	Office Lease-Jan 2023	6120 Office Lease	5,050.00
12/21/23	9824	SDRMA	SDRMA Medical Benefit Premiums - Jan 2024	6062 Medical	4,991.78
12/21/23	9825	Sewer Authority Mid-Coastside	Dec 2023 Asmts & Nov 2023 Pass-Thru Costs	5010 SAM - General	139,981.83
12/21/23	9826	SWRCB	Annual Permit Fee 07/01/23-06/30/24	6220 Miscellaneous	3,746.00
12/21/23	9827	Townsend Public Affairs, Inc.	Nov-Dec 2023 Consulting Svcs	5130 Parks & Rec Professional Svcs	7,000.00
12/21/23	9828	Wittwer & Parkin	General Legal Svcs 11/02/23-11/28/23	6091 Legal- General	2,385.00
TOTAL \$					211,048.05

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
OCTOBER 31, 2023**

ASSETS

Current Assets

Cash & Cash Equivalents

1020 · Petty Cash	\$	192
1030 · Cash - LAIF		2,752,854
1040 · Tri Counties Bank - Gen Op		67,263
1050 · Tri Counties Bank - Deposit		17,345
Total Cash & Cash Equivalents		2,837,654

Other Current Assets

1100 · Accounts Receivable		33,454
1200 · Interest Receivable		8,800
12000 · Undeposited Funds		6,733
1550 · Prepaid Expenses		6,912
Total Other Current Assets		55,899
Total Current Assets		2,893,553

Capital Assets

1600 · Land		2,862,979
1610 · Construction in Progress		1,161,486
1615 · Equipment		22,153
1620 · Collections System		11,659,302
1630 · Accumulated Depreciation		(7,917,119)
Capital Assets, Net of Accumulated Depreciation		7,788,801

Other Assets

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

TOTAL ASSETS		15,390,788
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DEFERRED OUTFLOWS OF RESOURCES

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

TOTAL DEFERRED OUTFLOWS OF RESOURCES		88,433
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**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION (UNAUDITED)
OCTOBER 31, 2023
(CONTINUED)**

LIABILITIES

Current Liabilities

2000 · Accounts Payable	64,279
2001 · Accrued Vacation	3,516
2020 · Class 3 Deposits	24,055
2100 · Payroll Liabilities	6,496
2225 · Recology-Del Garbage	10,172
2300 · Due to AD	6,252
Total Current Liabilities	114,770

Long-Term Liabilities

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

TOTAL LIABILITIES

201,377

DEFERRED INFLOWS OF RESOURCES

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

TOTAL DEFERRED INFLOWS OF RESOURCES

86,394

NET POSITION

Investment in Capital Assets	7,788,801
Unrestricted	7,402,649
	15,191,450

TOTAL NET POSITION

\$ 15,191,450

PRELIMINARY DRAFT

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET POSITION (UNAUDITED)
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2023**

	Jul 1, 2023 - Oct 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 34,951	\$ 230,001	\$ (195,050)	\$ 920,000
4020 · Sewer Service Charges-SMC	-	609,999	(609,999)	2,440,000
4021 · Sewer Svc Charges Pro-rated	6,460	-	6,460	-
4030 · AD OH Reimbursement	36,000	9,000	27,000	36,000
4040 · Recology Franchise Fee	9,779	11,250	(1,471)	45,000
Total Operating Revenue	87,190	860,250	(773,060)	3,441,000
Non Operating Revenue				
4120 · Interest on Reserves	37,718	27,750	9,968	111,000
4125 · Unrealized Gain (Loss) in LAIF	14,701	-	14,701	-
4130 · Connection Fees	15,275	9,501	5,774	38,000
4160 · SAM Refund from Prior Yr	-	249	(249)	1,000
4170 · ERAF Refund	252,022	99,999	152,023	400,000
4180 · Misc Income	362	1,500	(1,138)	6,000
4185 · Lease Revenue	20,000	15,000	5,000	60,000
Total Non Operating Revenue	340,078	153,999	186,079	616,000
TOTAL REVENUES	427,268	1,014,249	(586,981)	4,057,000
Expenses				
Operations				
5010 · SAM - General	406,955	267,162	(139,793)	1,068,645
5014 · SAM - Pass Through Costs	10,356	-	(10,356)	-
5020 · SAM - Collections	73,608	54,318	(19,290)	217,276
5040 · Depreciation Expense	91,667	-	(91,667)	-
5060 · Lateral Repairs	489	6,000	5,511	24,000
5065 · CCTV	-	3,750	3,750	15,000
5110 · RCD - Parks	-	2,499	2,499	10,000
5120 · Half Moon Bay Reimb - Parks	-	7,749	7,749	31,000
5130 · Parks & Rec Professional Services	76,840	37,500	(39,340)	150,000
Total Operations	659,915	378,978	(280,937)	1,515,921

(Continued on next page)

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

**GRANADA COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION (UNAUDITED)
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2023
(CONTINUED)**

Expenses (Continued)	Jul 1, 2023 - Oct 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Administration				
6010 · Auditing	9,655	5,751	(3,904)	23,000
6020 · Copier lease	1,753	1,251	(502)	5,000
6030 · County Tax Roll Charges	-	-	-	-
6040 · Directors' Compensation	3,625	2,499	(1,126)	10,000
6050 · Education & Travel Reimb	1,333	501	(832)	2,000
6060 · Employee Compensation	151,972	87,501	(64,471)	350,000
6070 · Engineering Services	23,696	7,500	(16,196)	30,000
6080 · Insurance	139	12,999	12,860	52,000
6090 · Legal Services	20,232	9,999	(10,233)	40,000
6095 · Legal Services for Case Related Legal	-	8,751	8,751	35,000
6100 · Memberships	7,480	2,475	(5,005)	9,900
6110 · Newsletter	-	-	-	-
6120 · Office Lease	18,400	15,999	(2,401)	64,000
6130 · Office Maintenance & Repairs	540	2,124	1,584	8,500
6135 · Other Property Maint.	1,750	-	(1,750)	-
6140 · Office Supplies	3,793	-	(3,793)	-
6150 · Professional Services	35,842	35,751	(91)	143,000
6160 · Publications & Notices	-	2,499	2,499	10,000
6170 · Utilities	4,281	3,999	(282)	16,000
6180 · Video Taping	2,000	1,251	(749)	5,000
6190 · Computers	5,596	2,001	(3,595)	8,000
6220 · Miscellaneous	2,747	2,250	(497)	9,000
6230 · Bank Service Charges	115	-	(115)	-
6310 · Park Related Misc Expenses	15,304	2,499	(12,805)	10,000
Total Administration	310,253	207,600	(102,653)	830,400
Capital Projects				
1617-1 · Medio Creek Xing Crossing	437	-	(437)	-
7013 · 6-yr CIP Phase 2	3,562	16,251	12,689	65,000
7015 · Mainline System Repairs	-	2,499	2,499	10,000
7100 · SAM - Infrastructure	109,220	166,689	57,469	666,750
Total Capital Projects	113,219	185,439	72,220	741,750
TOTAL EXPENSES	1,083,387	772,017	(311,370)	3,088,071
CHANGE IN NET POSITION	\$ (656,119)	\$ 242,232	\$ (898,351)	\$ 968,929
BEGINNING NET POSITION	15,847,569	15,847,569	-	15,847,569
ENDING NET POSITION	\$ 15,191,450	\$ 16,089,801	\$ (898,351)	\$ 16,816,498

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

**GRANADA COMMUNITY SERVICES DISTRICT
SELECTED INFORMATION
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2023**

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

Historical:

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

Forecast (Budget):

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

The effects of these departures have not been determined.

Summary of Significant Assumptions

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

Budgetary Assumptions—Statement of Revenues and Expenses (Unaudited)

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

No assurance is provided on these financial statements.

DISTRIBUTION REQUEST NO.: #5-23/24
ADMINISTRATION COSTS FUND
(Account Number: 259424000)

DISTRIBUTION TOTAL: \$ 3,937.50

\$6,100,000.00
GRANADA SANITARY DISTRICT
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003
Reassessment & Refunding Project

DISTRIBUTION REQUEST
For Payment of Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Administration Costs Fund (Account #259424000) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:
December 21, 2023

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #5-23/24

DATE: December 21, 2023
DISTRIBUTE FROM ACCOUNT #: 259424000
ACCOUNT NAME: Administration Costs Fund
DISTRIBUTION AMOUNT: \$ 3,937.50

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
CLA	P.O. Box 31001-2443, Pasadena, CA 91110-2443	Accounting FY 2023	3,937.50
TOTAL:			\$ 3,937.50

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Nov 10, 2023 to Dec 14, 2023
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: December 21, 2023

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

APPLICATIONS RECEIVED

There were no applications received during this period.

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

Shaded items were previously reported.

PERMITS ISSUED

There were no permits issued this period.

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

Shaded items were previously reported.

SEWER HOOK-UPS - There was one new hook-up this period:

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

REPAIRS – On 12/5/23, SAM received a call from a GCSD resident regarding a displaced manhole at the corner of Hermosa and Purisima. It is assumed that a truck hit the manhole. SAM replaced the cover over the barrel for the evening and placed cones. They then followed up on 12/8/23 (when weather permitted) with concrete around the rung to keep the cover in place (photos next page).



SPECIAL NOTES:

