



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, February 15, 2024

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

<p>Topic: GCSD Board Meeting Time: Feb 15, 2024 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 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 agenda items, to postpone agenda items to a later date, or to table items indefinitely.

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

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b. Report on planned Recreation Program Events.	
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Recommendation: To be made by the Board.	
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Recommendation: To be made by the Board.	
4. Public Hearing: Consideration of Approval of Ordinance No. 177, an Ordinance Regarding Compensation of Directors of the Granada Community Services District – Second Reading.	33
Recommendation:	
1. Read the title of the Ordinance and waive by motion the 2 nd reading of the Ordinance.	
2. Open Public Hearing.	
3. Oral comment from the public, and receive report from staff on written comments received.	
4. Close Public Hearing.	
5. Approve and Adopt Ordinance 177.	
5. Consideration of GCSD Construction Specifications and Details.	36
Recommendation: Approve the specifications and details as presented.	
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COMMITTEE REPORTS

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

INFORMATION CALENDAR

12. Attorney’s Report. (Parkin)

13. General Manager’s Report. (Duffy)

14. Administrative Staff Report. (Atmore) 74

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ADJOURN TO CLOSED SESSION

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

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

RECONVENE TO OPEN SESSION

Report on reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

At the conclusion of the January 18th, 2024 Regular Meeting:

Last Ordinance adopted: No. 176

Last Resolution adopted: No. 2023-13

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: Parks and Recreation Updates
Date: February 15, 2024

Events are being finalized for March-May 2024 and the next issue of the Granada Gazette should be ready for distribution by February 23rd.

- The SMCL Bookmobile is confirmed and will begin bi-monthly visits to the GCP parking lot starting in March. This will be a three month trial to gauge interest and attendance.
- Easter Egg Warm-Up Hunt is confirmed for March 23rd at Quarry Park from 10:00a.m.-12:00p.m.
- Quarterly Recology Recycling Day, April 20th from 8:00a.m.-12:00p.m.
- Community Earth Day Event, April 20th from 1:00-3:00p.m.
- Nature or History Walks still to be confirmed.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Request from SAM for an Amendment to the SAM General Budget for FY 2023/24
Date: February 15, 2024

Attached to this memo is a request from SAM for an amendment to the SAM General Budget for FY 2023/24, as well as the associated GCSD Resolution should your board approve the amendment. As our SAM representatives discussed at our last meeting, SAM is requesting the budget amendment for funding of infrastructure projects necessary to comply with the requirements contained in the August 2019 settlement agreement between SAM and the Ecological Rights Foundation (ERF).

The budget amendment includes the following two items: 1) the Princeton Pump Station replacement project, which is projected to cost \$1.34 million more than the original FY 2022/23 budget of \$1.26 million; and 2) permitting and design work for the Montara Force Main project for \$783,000. GCSD's share of the additional cost for the budget amendment is \$404,373.

The Montara Water and Sanitary District has already approved the SAM budget amendment. The City of Half Moon Bay considered the budget amendment at their February 6th Council meeting, and did not approve the amendment. They instead conditioned any future approval of the amendment on approval of a stipulation between the three Member Agencies regarding the lawsuit they filed concerning responsibility for the SAM IPS Pipeline system (*City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District*). As mentioned above, the SAM projects are a result of the settlement agreement with ERF, and as such are an obligation of SAM.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2024 -

**A RESOLUTION APPROVING AN AMENDMENT TO THE
SEWER AUTHORITY MID-COASTSIDE
GENERAL BUDGET FOR FISCAL YEAR 2023/24**

WHEREAS, the Sewer Authority Mid-Coastside, pursuant to Article III, Section (F)(3) of the Joint Powers Agreement, dated February 3, 1976, is required to submit its General Budget for FY 2023/24 to the Member Agencies for review and approval; and

WHEREAS, the SAM Board considered and discussed the SAM General Budget at their June 26, 2023 Meeting, and approved a revised budget (the June 26th SAM General Budget) for consideration by the Member Agencies; and

WHEREAS, the June 26th SAM General Budget was approved by the three Member Agencies, and was subsequently approved by the SAM Board at their July 24, 2023 meeting; and

WHEREAS, the SAM board authorized for distribution to Member Agencies a Revised SAM General Budget to include additional funds for an updated Princeton Pump Station Project, which was distributed to the Member Agencies and approved by both GCSD and MWSD, but was not approved by the City of Half Moon Bay (City); and

WHEREAS, the SAM Board authorized for distribution to the Member Agencies another Revised General Budget Amendment (the January 22nd SAM General Budget Amendment) to include additional funds related to the IPS project known as the Princeton Pump Station Project, funding for which was previously approved in SAM's General Budget for FY 2022/23, as well as additional funds for completion of the final design of the Montara Force Main Rehabilitation Project. Completion of each of these projects is a requirement of the SAM settlement agreement with the Ecological Rights Foundation (ERF); and

WHEREAS, the January 22nd SAM General Budget Amendment was approved by MWSD, but was not approved by the City; and

WHEREAS, the Board of Directors of the Granada Community Services District has duly reviewed and considered the January 22nd SAM General Budget Amendment and desires to signify its approval thereof;

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

1. The Board of Directors of the Granada Community Services District hereby approves the January 22nd SAM General Budget Amendment for Fiscal Year 2023/24, attached to this resolution, and consents to the final approval of said Amendment by the Sewer Authority Mid-Coastside should all Member Agencies approve the Amendment.

This Resolution was duly and regularly adopted at a meeting of the Board of Directors of the Granada Community Services District, held on the 15th day of February 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved:

Nancy Marsh, Board President

Attest:

Hope Atmore, Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, General Manager

SUBJECT: Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2023/24 to Member Agencies for Approval

Executive Summary

The purpose of this report is for the Board of Directors to discuss the proposed budget amendment for Fiscal Year 2023/24.

Fiscal Impact

The fiscal impact of the budget amendment for FY 2023/24 is \$2,122,692. The impact to the member agency assessments is (rounded to nearest \$):

JPA Assessments for Each Member Agency

	<u>FY 2023/24</u>	<u>Amended</u>	<u>\$ Change</u>	<u>% Change</u>
Half Moon Bay	\$1,057,800	\$2,363,256	\$1,305,456	123.41%
GCSD	\$327,660	\$732,032	\$404,372	123.41%
MWSD	\$334,540	\$747,404	\$412,864	121.41%
Total	\$1,720,000	\$3,842,692	\$2,122,692	

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	

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan’s Goal 3: “Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”

Background and Discussion/Report

The JPA General Budget for FY 2023/24 was presented based on the issues known as of June 2023. Since that time, several events have occurred that required the SAM Board to proceed with certain projects which require funding.

A. Princeton Pump Station:

At the September 25, 2023 Board meeting, the SAM Board authorized to contract with JMB Construction for the Princeton Pump Station Rehabilitation Project in the amount of \$1,637,650.

The project has commenced, and the Contractor has many submittals approved. Construction is scheduled to start in February. Electrical items have been ordered and there is good progress on the project.

It is expected the project will be completed, as per the required ERF Consent Decree Latest Date, by June 30, 2024.

A budget of \$1,263,181 was approved as a part of the General Budget in Fiscal Year 2022/23.

The total cost estimated for completing the project is \$2,602,773. Details of which have been provided as attachment A.

Balance required for Mid-Year Budget Adjustment for this project: \$1,339,592.

B. Design of Montara Force Main:

This is required to be completed by December 31, 2024, as per ERF Consent Decree Amendment dated August 2023.

This is a new CIP Project and predesign work was in progress at the time the budget preparation was done in June 2023. The predesign was completed and a final design proposal submitted by SRT Consultants is being taken to the Board as Item 4E for approval.

The following are the estimated costs for completing the final design of the entire Montara Force Main:

- a) Design Services and Permitting Assistance: \$448,100 (Item 4E of agenda)
- b) Estimated Surveying Costs: \$65,000
- c) Estimated CEQA Costs: \$170,000
- d) Estimated Geo-Tech Costs: \$100,000

Total Costs: \$783,100

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	

Balance required for Mid-Year Budget Adjustment for this project: \$ 783,100.

Staff believes that any additional expenses can be funded by reprioritizing and deferring other tasks to reduce the burden on member agencies.

Therefore, total Mid-Year Budget Adjustment Required is \$2,122,692.

Staff Recommendation:

Staff recommends that the Board of Directors authorize the General Manager to submit the Mid-Year Budget Amendment for FY 2023/24 to the member agencies and to request that this item be placed at the next regular meeting for each agency to consider and approve.

Supporting Documents

Attachment A: FY 2023-24 Mid-Year Budget Adjustment Calculation

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	

**FY2023-2024 Mid-Year Budget Adjustment
Calculation**

A. Princeton Pump Station

Expenditures To Date:

Soft Costs	177,719
Released Purchase Orders	2,105,054

Estimated Future Costs:

Engineering Support	60,000
Construction Management	100,000
Electrical Costs	160,000

Princeton Pump Station Project Total: 2,602,773

Budget Approved 1,263,181

Balance for Mid-Year Adjustment 1,339,592

B. Montara Force Main Design

Estimated Future Costs:

Design Services and Permitting Assistance	448,100
Surveying	65,000
CEQA	170,000
Geo Tech	100,000

Montara Force Main Design Project Total: 783,100

Total Mid-Year Budget Adjustment Required 2,122,692

	FY 2023/24	Amended	\$ Change	% Change
HMB	1,057,800	2,363,256	1,305,456	123.41%
GCSD	327,660	732,033	404,373	123.41%
MWSD	334,540	747,404	412,864	123.41%
Total	1,720,000	3,842,692	2,122,692	

	Member	Change	Amended	% Change
	Agency %	Calculation	Calculation	Calculation
HMB	61.50%	1,305,455.58	2,363,255.58	123.41%
GCSD	19.05%	404,372.83	732,032.83	123.41%
MWSD	19.45%	412,863.59	747,403.59	123.41%
Total	100.00%	2,122,692.00	3,842,692.00	123.41%



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Consideration of Sewer Service Charge Rate Study Proposals
Date: February 15, 2024

As your board has been made aware, the Sewer Authority Mid-Coastside General Budget has increased substantially over the past several years, and in many instances has increased during each fiscal year, as evidenced by the preceding agenda item for a mid-year Amendment to the SAM General Budget. Because of these increased costs, GCSD will need to review the amount of our sewer service charge for the next several years to ensure that we can adequately fund the infrastructure projects at SAM. Staff has therefore requested proposals from four consultants for a sewer service charge rate study, and has received three proposals as listed below.

1. Harris & Associates - \$24,890
2. Bartle Wells Associates - \$15,000
3. IB Consulting - \$49,568

We have worked with Bartle Wells in the past for GCSD as well as my districts in San Diego, and they have done a good job in analyzing the costs associated with operating the District. Bartle Wells completed the last sewer service charge rate study for the District, and I would recommend that we engage them again to perform a rate study for FY 2024/25 and on.



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

February 7, 2024

Hope Atmore, Assistant General Manager
Granada Community Services District
PO Box 335
El Granada, CA 94018

Dear Hope,

We are pleased to submit our proposal to assist the Granada CSD with updating its sewer rates. Our proposal includes the scope of services our firm will provide, key project members and the estimated consulting fee for such services.

Bartle Wells Associates is an independent financial advisor to public agencies. Our firm was established in 1964 and is owned and managed by its principal consultants. We specialize in providing financial advisory and utility rate consulting services to California water and wastewater agencies. Our firm has a well-earned reputation for providing clients with straightforward, practical advice. We have a strong track record of building consensus for our final recommendations.

We propose to assign Michael DeGroot, Principal and Vice President, as project manager on this assignment. Michael is an expert in developing utility rates and financing plans for California special districts. Others on our staff may assist Michael as needed.

Bartle Wells is very familiar with the issues regional wastewater agencies face. We are currently preparing wastewater rate updates for the cities of Pacifica, Foster City, San Mateo, San Bruno, Burlingame and South San Francisco and the Montara Water and Sanitary District. This makes Bartle Wells Associates particularly well suited to assist the District with this project. We have helped many agencies in California develop effective rate and financial strategies to meet their infrastructure needs.

BARTLE WELLS ASSOCIATES

Since 1964, we have served over 500 public agency clients in the western United States on over 2,500 financing assignments. Our clients have ranged from small cities and special districts to large cities, joint powers authorities, counties, and state agencies. We have extensive experience in formulating financial plans and in developing revenue sources to meet a public agency's capital and operating requirements. We also have supervised the procurement of billions of dollars of funding for California infrastructure projects through municipal bond issues, private placement loans and state and federal grants and loans.

We would very much like to work for the District on this assignment and hope that this proposal will constitute a suitable basis for our serving you.

Very truly yours,

BARTLE WELLS ASSOCIATES

Michael DeGroot
Principal / Vice President

STUDY APPROACH



Bartle Wells Associates will work closely with District staff, the Board and interested members of the public to develop the sewer rate and update and projections. This section presents a proposed scope of services that we believe forms a sound basis for completing this assignment. We propose to perform the following services:

1. Project Team Orientation/Kickoff Meeting

To initiate our work, hold a meeting with District staff, consulting engineers, and others as appropriate, to accomplish the following:

- Identify members of staff, engineers, and others who will participate in the project.
- Determine the roles and responsibilities of study participants.
- Identify other parties that have a significant interest in the project.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.
- Identify key policy objectives of the District.

2. Investigation and Data Collection

Assemble the information necessary to understand and describe the District's current rates and charges and the District's existing infrastructure and proposed capital infrastructure needs.

Key steps in this phase of the project include:

- Review current rates and fees.
- Review District financial information including audits and budgets and outstanding debt.
- Review District's sewer system capital improvement plans and identify additional long-term funding needs.
- Review Sewer Authority Mid-Coastside's sewer operations, budget and capital improvement plans and history of charges.
- Identify the types of customers that benefit from each type of facilities.
- Identify current funding sources for operating and capital costs.

The assistance of District staff will be required during this phase in collecting and researching relevant information and helping to identify data sources when relevant. The objectives of investigation and data collection are to develop a sound understanding of the characteristics of the system, its facilities and infrastructure, its finances and annual revenue requirements, short-term and long-term capital needs, and to develop the basic assumptions to be used in the study.

3. Develop Revenue and Expense Projections

Develop revenue and expense projections for the sewer fund over the next ten years. Project customer growth and annual revenue requirements over the study period. Evaluate the financial impact of growth on revenues. Compare recent actuals with prior projections and test updated projections for sufficient revenue coverage.

4. Meet with District to Review Preliminary Recommendations

Meet with District staff to review all assumptions and variables for approval and reasonability. Present initial findings and recommendations. Receive District input and revise assumptions and/or recommendations as needed.

5. Develop Rate Scenarios

Based upon revised assumptions, BWA will develop a base-case rate schedule then provide alternative schedules based upon District need for capital project development. We typically recommend financing most projects on a pay-as-you-go schedule, but some larger projects may need alternative financing approaches. We will work with the District to develop the best, likely alternatives to meet its needs.

6. Final Reports and Models

BWA will deliver draft reports outlining the methodology and recommendations of the study. BWA will circulate a draft with staff for feedback and comments. Based on District input, BWA will develop a final project report and deliver the Excel model.

7. Proposition 218 Compliance

BWA will prepare a draft prop 218 notice for review by the District. BWA will attend the Prop 218 public hearing and make a summary rate presentation to the Board of Directors. Our proposal assumes that the District will coordinate and pay for the printing and mailing of the Prop 218 notices.

ADDITIONAL SERVICES

Bartle Wells Associates will remain available to provide additional services as requested by the Granada Community Services District. Additional services may include:

- Additional presentations, as necessary
- Assisting with the development of public education and outreach materials.

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. Bartle Wells Associates will perform all work. Michael DeGroot, one of the firm's principals, will be placed in charge of the study and will devote the time and effort to the project as needed.
3. BWA will be compensated for the proposed services on a time and expenses basis. The not-to-exceed fee for the sewer rate update, based on our Billing Rate Schedule 2024 is **\$15,000** including expenses.
4. The fee is based on the following assumptions:
 - a. Availability of all necessary information, in a timely manner, from the District, its staff, attorneys, engineers, and other consultants.
 - b. One draft submittal of the sewer rate study. Time and expenses in revising tables and assumptions due to changes in data from the District, or in preparing additional draft reports, constitute additional services.
 - c. Meetings with the District:
 - i. Virtual meetings with project team as necessary
 - ii. Virtual presentation of recommendations to District Board
5. BWA will bill the District as the work proceeds on a time-and-materials basis in accordance with our Billing Rate Schedule 2024.
6. In addition to the services provided under this proposal, the District may authorize BWA to perform additional services for which the District will compensate BWA based on consultants' hourly rates (Billing Rate Schedule 2024) at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
 - Attendance at additional meetings or presentations
 - Changes in project scope
 - Any other services not specified
7. BWA will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in the attached Insurance Schedule.
8. If the project is terminated for any reason, BWA is to be reimbursed for professional services and direct expenses incurred up to the time BWA receives notification of such termination.
9. This proposal may be withdrawn or amended if not accepted within 90 days of its date.



BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2024
 Rates Effective 1/1/2024

Professional Services

Financial Analyst I.....	\$120 per hour
Financial Analyst II.....	\$140 per hour
Associate Consultant.....	\$160 per hour
Consultant	\$180 per hour
Senior Consultant.....	\$210 per hour
Project Manager.....	\$240 per hour
Principal Consultant	\$270 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2024 at which time they will be subject to change.

Direct Expenses

Subconsultants will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment

Fees are typically billed monthly for the preceding month and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

PROPOSED PROJECT SCHEDULE



Provided below is a draft timeframe for completion of the Project. BWA will work with the District to develop a final schedule designed to meet the District’s objectives.

Proposed Schedule:

- Study ready around first week of April (need by 4/10 to include in agenda packet)
- Presentation of study to board at 4/18 meeting
- Prop 218 notice to be mailed on 4/19
- Public Hearing to be held 6/20, rates to be adopted by the Board
- The new rates would be starting FY 25/26

Project Task	Jan-Feb				Mar-Apr				May-Jun			
Kickoff Meeting & Research												
Project Team Meetings												
Financial Plan												
Cost of Service Analysis												
Rate Design												
Draft, Revised, & Final Reports												
Board Meetings												
Prop. 218 Notice & Hearing												



Harris & Associates®

February 9, 2024

Hope Atmore
Assistant General Manager
Granada Community Services District
P.O Box 335
El Granada, CA 94018-0335

GRANADA CSD SEWER SERVICE CHARGE STUDY (FY 2024/25 – FY 2027/28)

Dear Ms. Atmore:

Harris & Associates is pleased to provide this proposed scope of work and budget to prepare a Sewer Service Charge (SSC) Study for the District. A comprehensive study of sewer rates represents a vital component of the District's fiscal management of its sewer system to provide ongoing safe and reliable service to customers at affordable prices. Harris & Associates (Harris) will bring forth proven expertise and a collaborative approach to derive sewer rates that are tailored to the needs of the District and its customers.

Familiarity with District. Harris has been providing annual administrative and support services to the District for several years. We value this trusted relationship and look forward to being a continued valuable resource to the District in service of its mission.

Proven Expertise. The Harris team is comprised of seasoned and knowledgeable utility rates and fees, public finance, and district administrative services experts. We will leverage our industry experience, as well as our local knowledge of the Granada CSD, to formulate the best sewer rate strategy for the District. **Karyn Johnson, MBA**, will be our Project Manager for this study. She will execute this project through her qualifications earned through hundreds of utility rate and charge studies performed over 30 +years. **Donna Segura, MA**, will be our Project Director, bringing her local knowledge and experience with the District and the Proposition 218 process to our team. **Ann Hajnosz, MBA, PE**, is a licensed Professional Engineer and financial expert in rate and fee program development who will bring project oversight and QA/QC for the study.

Responsiveness. Harris' philosophy is that each client deserves responsive and meticulous service. We will bring a fresh look at your sewer rates and identify potential areas for revisions to your rate strategies. Our intent is not to reinvent the wheel in areas of performance that are working well, but to advance on developing adaptive strategies in areas that may be enhanced to address current challenges and emerging issues. We understand that elected leadership, management and staff, and the paying community have a common goal when it comes to utility rates: a rational basis. Each set of stakeholders may have a different reason for concern, ranging from affordability and economic sensitivity to financial solvency for the operations and future sustainability of safe and reliable service. Our goal for this study is to be an impactful partner in your rate setting process. We will work closely with the District ensuring collaboration and effective communication to bring forth solutions that are the right fit for your utility and customers.

Commitment. Harris' value to the District rests on the foundation of our seasoned team and core values of ownership, accountability, and communication. As there is not a one-size-fits-all approach to modeling clients'

financial outlook and resulting rate structures, our commitment to the District is to listen to your issues, challenges, and objectives for this study and craft solutions that align with your needs, and to do so on time and on budget.

PROJECT UNDERSTANDING

The District completed a Sewer Service Charge (SSC) study in June 2022, including a financial plan and corresponding three-year proposed schedule of sewer rates for Fiscal Years (FY) 2022/23 through 2024/2025. The Board adopted the three-year rate schedule in accordance with the Proposition 218 process. The final rate increase in the adopted series of rates is scheduled to take effect July 1, 2024 (FY 2024/25).

The purpose of this new study is to prepare an updated sewer financial plan to determine if the adopted sewer rates, scheduled for July 1, 2024, will be sufficient given current conditions and to project utility needs and proposed sewer rates for July 1, 2024 (if necessary) through the next three years (FY 2025/26 through FY 2027/28). Based on discussion with District staff, the current level of spending and District's share of the Sewer Authority Mid-Coastside (SAM) capital program might be higher than originally projected for the current year and going forward. Coupled with rising inflationary costs and continued aging of the District's system, it will be important to create a financial plan and rate adjustment strategy that meets the District needs over the planning period.

A spreadsheet model will be developed and tailored to the financial characteristics of the District's sewer utility and of sufficient detail to evaluate current financial performance, budgets, and projections for revenues, expenditures, capital funding, rate adjustment strategies, proposed rates, and customer bill impacts over the study period. The analysis will begin with the current FY 2023/24 budget (or year-end projections) to serve as the baseline and then forecast annual revenue needs and proposed sewer rates for the next 4 years, FY 2024/2025 through FY 2027/28.

PROJECT TEAM

Harris proposes three senior staff with decades of ratemaking and Proposition 218 experience to prepare the District's Sewer Service Charge study and address the requirements of rate adoption through the Proposition 218 process.

Project Director – Donna Segura is a Director in our Municipal and District Finance team and leads the district formation and administration team. She has over 23 years of special district formation and administration experience consulting to cities, counties, and special districts throughout the State of California. She has assisted agencies with the analysis of special benefit from various types of improvements, in accordance with the requirements of Article XIID of the California State Constitution (Proposition 218). Donna is serving as the Project Direct for the Granada CSD Direct Assessment Administration Services for 2024-2025.

QA/QC Lead – Ann Hajnosz has worked with wastewater and water utilities for more than 35 years in the areas of financial planning, rates, best practices, and general utility planning and operations. She has experience working with utility staff, management, and utility stakeholders including utility boards, city councils, and large customers. Ann is familiar with the wide range of issues facing utilities today, including the need for creative approaches to capital financing, cost recovery through implementation of user fees, the increasingly complex competitive nature of the utility industry, and the growing need to balance a number of conflicting stakeholder needs.

Project Manager – Karyn Johnson has more than 30 years of experience as a municipal rate and fee consultant. She is a finance and rates expert for sewer, water, and stormwater utilities. Her expertise covers a broad range of services including financial policy development, revenue sufficiency studies, long-term financial planning, cost of

service analyses, and rate and fee designs. Karyn has served clients throughout California, Washington, Hawaii, and elsewhere. Karyn recently served as the Project Manager on a sewer rate study for the City of Lemon Grove, CA and is currently working with the City of Gustine, CA on a water and sewer rate study.

The project team will be supported by additional members of Harris' Municipal + District Finance team as needed.

SCOPE OF SERVICES

Harris will coordinate with District staff to create a partnership to facilitate successful and timely completion of the study. A detailed description of the tasks to be conducted by Harris is described below.

Task 1: Project Management, Review and Coordination

1.1 Project Management. Harris will perform administrative/management procedures for efficient study performance to include internal team coordination, monthly invoicing, and regular communication with District staff regarding study progress and any concerns regarding scope, schedule, or budget. We will perform ongoing QA/QC procedures to ensure that all study components meet client expectations and adhere to all applicable regulatory guidelines and District policies.

1.2 Initial Project Meeting. Harris will facilitate a virtual kick-off meeting with District staff to discuss project scope and objectives, schedule of key milestones, and the initial data request list. Key areas of focus will be discussed including financial policies, capital funding strategies, and sensitivities regarding the level of potential rate increases.

1.3 Data Collection/Validation. Harris will prepare an initial data request list identifying the information needed for the study. We will submit this request prior to the initial project meeting to provide an opportunity for discussion of any challenges and potential work-arounds. We will review, analyze, and validate the data for use in formulating the technical analyses, and follow up with District staff for any additional items or clarification.

1.4 Interim District Staff Reviews. Harris will schedule and facilitate up to three (3) virtual meetings with District staff to review preliminary findings, final draft results for Board presentation, and final study results for the Public Hearing.

Task 2 : Financial Policies Review

Harris will conduct a financial policy evaluation to determine existing practices that should be maintained and explore alternative practices that might further District goals in funding utility obligations. This task will begin with a historical review of sewer utility financial reports to provide familiarity with recent utility performance and serve as a baseline for policy recommendations and future projections. Financial policies will address financial performance, infrastructure replacement funding from rates, prudent levels of cash reserves, and debt management. We will evaluate the need for each reserve or policy, the basis for minimum reserve targets, and the financial impacts for establishing any new or revised policies. Sensitivity analyses will be performed to assess customer impacts and revenue risk for all policy implications.

Task 3: Capital Funding Strategy

Harris will review the capital programs for the District's planned capital projects and the SAM capital projects, incorporate annual capital projects and associated costs for the planning period into the financial model, and escalate those costs to the year of anticipated construction based on industry trends for inflation. Based on the prioritized annual CIPs, we will design a preliminary capital funding plan intended to feasibly execute the capital programs. We will evaluate an appropriate combination of resources from grants or other outside sources, cash reserves, connection charges, contributions from rates, and new debt. Depending on the rate impacts of our preliminary capital funding plan, the initial capital prioritization schedules may need to be adjusted to align with

feasible project execution and associated rate impacts. We will work closely with District staff to prepare up to three capital funding scenarios as warranted.

Task 4: Financial Plan Development

4.1 Operating Forecast. Harris will review and project rate revenues based on the existing level and structure of sewer rates. Growth assumptions for new customers will be based on historical trends and input from District staff. We will review and project other operating revenue from connection fees, interest income, and other miscellaneous income sources. We will forecast operating and maintenance costs over the planning period. Line-item detail from the current operating budget will form the baseline for this forecast. We will discuss any known or anticipated additional expenses to be incorporated into the forecast, such as impacts of the CIP, additional staffing, maintenance requirements, and any other future impacts that the District is aware of. Economic factors will be applied for cost escalation.

4.2 Revenue Needs Assessment. Harris will integrate total revenue requirements inclusive of financial policies, existing debt service, capital funding impacts, and the operating forecast to develop an annual operating cash flow for the utility over the planning period. We will then compare projected requirements against projected revenue under existing rates to determine annual rate revenue adjustments needed to recover the total costs of the utility. We will develop an annual utility-wide rate revenue adjustment strategy that provides level rate impacts to the extent practical. Indicated percentage rate increases will be applied uniformly to the existing sewer rate structure. Sensitivity analyses will be performed to evaluate the impact of alternative capital funding strategies and other input parameters as appropriate. Representative single-family residential sewer bill impacts will be determined and compared against single-family residential bills for a selection of surrounding sewer utilities. Up to three rate adjustment strategies will be prepared for the District's consideration.

4.3 Schedule of Proposed Rates. Based on the District's selected rate adjustment strategy, Harris will develop the proposed schedule of sewer rates for the four-year period, FY 2024/25 through FY 2027/28.

Task 5: Draft and Final Reports

5.1 Draft Report. Harris will prepare a draft report summarizing study assumptions, methodologies, and findings of the study and submit to District staff in Word and pdf format for review and comment.

5.2 Final Report. Harris will revise the draft report based on District comments and submit a final report in Word and pdf format. An electronic copy of the sewer financial/rate model will be submitted to the District.

Task 6: Notice of Public Hearing

Harris will prepare the Notice of Public Hearing in accordance with the requirements of Article XIID of the California Constitution (Proposition 218) for adoption of new sewer rates. We will prepare a draft Notice for review and comment by District staff and legal counsel, incorporate District comments, and submit the final Notice in Word format to the District for distribution. Based on discussion with District staff, the District will prepare the mailing list, print, and mail the Notice to property owners/customers. The District will also receive and tally any protests to the proposed sewer rate increases.

Task 7: Board Meetings/Public Hearing

7.1 Board Meeting. Harris will prepare materials and attend one virtual District Board meeting to present the findings and recommendations of the Draft Report to the Board, review the schedule of adoption of the proposed four-year schedule of sewer rates, and be available to answer questions.

7.2 Public Hearing. Harris will prepare materials, attend the onsite Public Hearing to present the Final Report (including the four-year schedule of proposed sewer rates), and be available to answer to questions.

Deliverables

- Summary presentation materials
- Study Report (Draft and Final)
- Proposition 218 Notice (Draft and Final)
- Electronic copy of the final spreadsheet sewer rate model (Excel format)

District Responsibilities

We will rely on Granada CSD staff to provide the following in support of this goal:

- Timely delivery of all requested data
- Availability for general questions and review meetings
- Timely feedback on draft report, presentation materials and Proposition 218 Notice

SCHEDULE

A preliminary schedule of interim and final study milestones is provided below. We will work with District staff to refine this schedule as necessary to meet a July 2024 rate implementation.

- Notice to Proceed: February 16, 2024
- Data Collection Completed: No later than February 23, 2024
- Draft Results Review with Staff: End of March 2024
- Board Packet: April 11, 2024
- Board Presentation/Report Approval: April 18, 2024
- Notice of Public Hearing Mailed: April 22, 2024
- Public Hearing: June 6, 2024
- Rate Implementation: on or about July 15, 2024

BUDGET

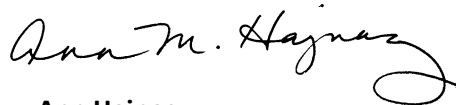
The total effort for the Scope of Work is estimated to be up to 100 hours for an estimated time and materials budget amount of \$24,890.00. Harris will not charge for travel expenses for the onsite Public Hearing. Details by task are shown below.

TASKS BY PROJECT ROLE	Project Director	QA/QC	Project Manager	Admin	TOTAL HOURS	TOTAL FEE
<i>Billing Rates:</i>	\$270	\$280	\$250	\$130		
Task 1: Project Management, Review and Coordination	3.00	3.00	12.00	2.00	20.00	\$ 4,910.00
Task 2: Financial Policies Review			3.00		3.00	\$ 750.00
Task 3: Capital Funding Strategy			4.00		4.00	\$ 1,000.00
Task 4: Financial Plan Development			24.00		24.00	\$ 6,000.00
Task 5: Draft and Final Reports	1.00	2.00	16.00	1.00	20.00	\$ 4,960.00
Task 6: Notice of Public Hearing	1.00		6.00		7.00	\$ 1,770.00
Task 7: Board Meeting / Public Hearing [1 virtual; 1 onsite]			22.00		22.00	\$ 5,500.00
TOTAL PROJECT	5.00	5.00	87.00	3.00	100.00	24,890.00

Sincerely,
Harris & Associates, Inc.



Karyn Johnson
 Project Manager/Primary Contact
 (425) 749-6030 ■ Karyn.Johnson@WeAreHarris.com



Ann Hajnosz
 Vice President/Authorized Representative
 (425) 503-3731 ■ Ann.Hajnosz@WeAreHarris.com

c: Donna Segura



Solutions through Collaboration

Granada CSD Sewer Rate Study

Submittal Date:

February 9, 2024

Project Team



Habib Isaac

PRINCIPAL | MANAGING PARTNER



Andrea Boehling

PRINCIPAL | MANAGING PARTNER

Habib and Andrea will work in concert with staff to prepare a framework outlining the overall approach, develop a nexus for capacity fees and rates, deliberate on policy decisions, review existing reserves, and prepare final reports with a key focus on quality.

Habib and Andrea have been working in tandem for over eight years and have over 30 years of combined experience. They have completed more than 50 utility rate studies throughout California, where Habib and Andrea were the primary contacts for each project. With their unique skillsets complementing one another, forming their consulting practice was a natural progression in their careers. Both are managing partners of the firm and, for this engagement, staff will benefit from two seasoned utility rate experts as a resource for all financial-related matters. Habib and Andrea will both be intimately involved with all aspects of the project and deliverables.

Habib Isaac

- 20 Years' Experience
- BS in Applied Mathematics; Emphasis in Computational Science
- Actively involved in the industry (AWWA, CSMFO)
- Commonly speaks at industry conferences
- Specializes in cost of service analysis and rate design
- Expert witness and skilled facilitator

Andrea Boehling

- 17 Years' Experience
- BS in Business Administration; Major in Accounting
- Co-authored WEF Manual - Chapter 13; *Rates for Reuse or Reclaimed Water*
- Specializes in financial planning / Excel expert
- Oversees project management / quality control



Scope of Work

IB Consulting, LLC (IB Consulting) is pleased to provide the below scope of services for updating the District's capacity fees and sewer rates, shown as Phase 1 and Phase 2, respectively.

Task 1: Data Collection and Kick-Off Meeting

As part of project initiation, we will meet with staff to discuss the overall approach to the project, an initial timeline for completion, and identify key milestones. To ensure a productive kick-off meeting, we will first provide a data request of the items required for developing updated financial plans, cost of service analyses, and corresponding rates. Ideally, the kick-off meeting will be scheduled two weeks after the data request is submitted to allow for compiling and reviewing data in preparation for the meeting. During our meeting, we will discuss any clarifying questions we have regarding data received and we will identify any policy consideration requiring additional discussion with staff.

The primary objectives of the kick-off meeting are to develop an initial framework of the study, discuss cost drivers moving forward, reserves, and other economic influences. The staff meeting will provide us with clear direction regarding the rate structure goals and objectives and will give staff an initial framework on our approach.

Meetings: Kick-off meeting with staff to discuss the data needs and overall approach of study.

Deliverable: Data request, agenda kick-off discussion, and meeting minutes.

Task 2: Financial Plan Development

Financial planning incorporates numerous considerations besides projecting operating expenses. Utilities also need to account for changes in demand driven by variations in usage/flow. In addition, system reinvestment, reserves, and debt compliance also influence revenue needs in future years. Therefore, a comprehensive financial plan reviews various aspects of a utility.



As part of the financial plan development, we will review the revenue requirements to ensure all costs are captured in the short-term and long-term, including reserve funding. We will include both historical financial performance and projected revenue requirements over a 50-year planning period. Extending beyond the Prop. 218 noticing period will capture any significant capital projects on the horizon that may require a slow build-up of cash to offset substantial revenue needs in future years. The historical financial data will provide a reference for revenue and expense trends, and new line items added over the years. Our model will include the ability to select different capital plan scenarios to smooth out rates by adjusting how capital projects are scheduled.

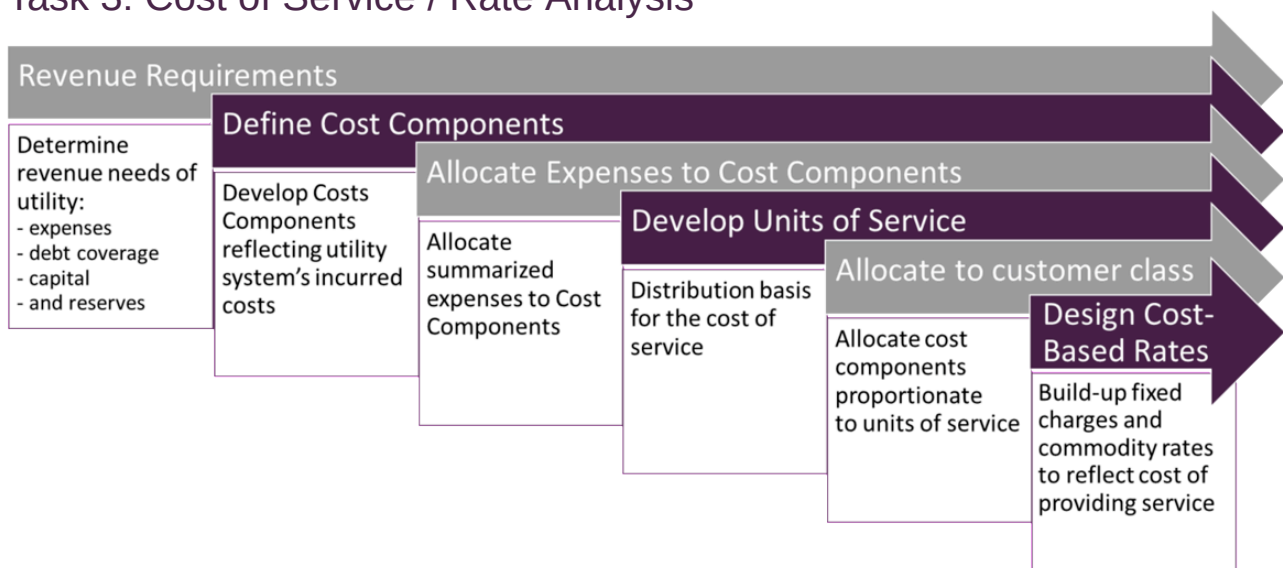
Expenses will also be projected over the planning period and will incorporate separate inflationary categories including, but not limited to, salaries, benefits, OPEB, energy, and treatment costs. These inflationary adjustments will be included as a pull-down menu for staff to select on a line item basis within the expenditure listing.

The financial plan model will include an infographic interface (Financial Dashboard) created with the end-user in mind. The Financial Dashboard will include, but not limited to, the utility’s current financial operating position, required capital needs with funding sources, the makeup of reserve requirements, and ending reserve balances. The Financial Dashboard will be used to develop viable options to meet the District’s objectives. We will collaborate with staff and discuss the differences between each option as it relates to the financial health of the utility. The financial plan options may include different levels of capital spending and potential adjustments to reserve funding. In each financial plan option, we will identify key metrics to ensure each financial plan generates financial sufficiency, minimizes rate fluctuations through level adjustments, and generates adequate annual net cash to meet reserve targets.

Meetings: One meeting with staff to develop financial plan options and discuss which options should flow through the cost of service analysis to see customer impacts.

Deliverable: Financial Plan Model.

Task 3: Cost of Service / Rate Analysis



The cost of service analysis is a critical component of any rate study and directly ties to how rates will adjust. This ultimately impacts customers and provides a sound nexus between costs incurred and proposed rates in compliance with Prop. 218. With the updated cost of service, unit rates will be recalibrated to reflect new flow trends and the demand placed on the system.

As part of this task, we will perform a sensitivity analysis with any potential changes to the rate structure. Expenses will be summarized based on functional categories which would then be allocated to cost components to show the make-up of costs incurred by the utility. With the completion of the initial cost of service and rate analysis, we will meet with staff to walk through the rate analysis and make any necessary adjustments, including adjustments to the financial plan, if warranted, for rate smoothing. The result will clearly and succinctly show the cost components that make up the rates. We will also conduct a customer impact analysis to show how the rate structure adjustments will impact customer bills.

Meetings: Webinars to review cost of service analysis and rate structure.

Deliverable: Complete Sewer Rate Model.

Task 4: Rate Workshop

With the financial plan / rate models completed and thoroughly discussed with staff, a workshop will be held with the District Board. The workshop will walk-through the revenue analysis through the proposed financial plan and show corresponding sewer rates.

Meetings: Webinars to review workshop presentation and one Rate Workshop meeting.

Deliverable: Rate Workshop presentation material.

Task 5: Rate Study Report

Once the analysis is completed and rates finalized, we will draft a Report in compliance with Proposition 218 to serve as part of the administrative record. Our Report will document assumptions, describe the methodology, and walk the reader through the underlying calculations that derive the updated sewer rates. We will also include an Executive Summary highlighting the primary drivers of any necessary revenue adjustments. We expect two iterations of the Report to incorporate edits and comments from District staff and District's counsel. The final Report will be prepared and available as part of the noticing requirements and Public Hearing.

Meetings: Conference calls as needed to finalize report.

Deliverable: Preliminary report and final report.

Task 6: Notice and Public Hearing

We will assist staff with the Proposition 218 Notice by reviewing the notice to ensure it describes the rate structure correctly. Our review will focus on the primary drivers for the rate adjustments, a description of what costs are included within the proposed rates, and incorporate graphics showing customer impacts. We will also be in attendance at the Public Hearing to answer any technical questions and we will provide a brief PowerPoint presentation, if desired, summarizing the Report, our findings, and proposed rates.

Meetings: One (1) meeting to attend Public Hearing.

Deliverable: PowerPoint presentation.

Cost Estimate

Below is our not-to-exceed cost estimate for the scope of services outlined herein. We will bill monthly based on our hourly rates and direct travel expenses. In addition, the cost for printing and mailing the Proposition 218 notices **are not included** as part of the cost estimate provided below. We will work with staff to adjust the fee schedule if any changes to the scope are requested.

Phase	Description	In-Person Meetings	H. Isaac Principal \$240	A. Boehling Principal \$240	Estimated Hours	Total Cost
1	Data Collection and Kick-Off Meeting		12	12	24	\$5,760
2	Financial Plan Development		12	36	48	\$11,520
3	Cost-of-Service / Rate Analysis		20	20	40	\$9,600
4	Rate Workshop	1	16	12	28	\$6,720
5	Rate Study Report		34	8	42	\$10,080
6	Noticing and Public Hearing	1	10	6	16	\$3,840
	Travel Expenses					\$2,048
Total		2	104	94	198	\$49,568

Additional In-Person Meetings (Labor [8 hrs] + Direct Travel Expense)

\$3,000

Hourly Rate Schedule

\$

Principal

\$240 / Hr





GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Consideration of 2nd Reading of Ordinance 177 Regarding Compensation of Directors

Date: February 15, 2024

Following Board direction at the August 17, 2023 Regular Meeting, General Manager Duffy reviewed director compensation rates of comparable Special Districts in the area and reported that per the Government Code, a 5% increase per year in board member compensation was allowable for each year since the last board increase. The GCSD Board Directors have not had an increase in compensation since September of 2002. Ordinance 177 was introduced and first read at the December 21, 2023 meeting and lays out an increase in Director Compensation to \$190 per meeting. Public notice was given in the January 26th and February 2nd issues of the San Mateo Daily Journal and no written protests were received.

Staff recommends the following:

1. Read the title of the Ordinance and waive by motion the 2nd reading of the the Ordinance.
2. Open the Public Hearing.
3. Comments from the public in attendance, and receive report from staff on written comments received.
4. Close Public Hearing.
5. Approve and Adopt Ordinance 177.

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 is now approved on this 15th Day of February, 2024 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Attest:

Nancy Marsh, President

Countersigned:

Hope Atmore, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Draft of Updated Standard Specifications and Details
Date: February 15, 2024

The District Engineer has provided the Draft of Updated Standard Specification and Details for the Granada Community Services District. Per District Engineer, John Rayner, the changes are minor and reflect items that are already required. He noted, however, that a more significant change is the elimination of steps inside manholes as they pose a safety issue due to the possibility of corrosion. Manhole entry is to be made using a ladder instead. Due to the length of these documents, the drafts are available for review through the links below. Staff recommends your board approve the GCSD Standard Specifications and Details as presented.

[Draft of Updated Standard Specifications](#)

[Draft of Updated Details](#)

February 7, 2024

Memorandum

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

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

In January the Board approved dedication of the Big Wave mainline extension into the GCSD collection system. We will be working with Jeroen Preiss to update the GIS map and with SAM to update its records for the new sewer.

Harbor Village RV Park

I will be reviewing the status of construction with Tony Young of SAM later this month.

Pillar Point Harbor RV Park Public Restroom Project

I will be reviewing the status of construction with Tony Young of SAM later this month.

Pillar Point Harbor Sewage Meter

. We are reviewing the information provided by the contractor regarding construction of the metering station.

Memorandum

Granada Community Services District
February 7, 2024

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

The SAM Board, at its January 22nd meeting, did not approve SRT's design contract for replacement of the Montara FM.

Update of GCSD Standard Specifications and Details

Drafts of the updated standard specifications and construction details were sent to GCSD staff for review. After receiving comments and making any needed revisions, the updated standard specifications and construction details will be presented to the GCSD Board for consideration of adoption.

El Granada Elementary School Project

Earlier this month we reviewed plans for the upcoming El Granada School New Classroom Project. We commented to GCSD staff that there was very little separation shown between parallel onsite sewers and water pipelines, which could lead to potential contamination of the potable water. The comments were included in a letter to the County Planning and Building Department.

Naples Beach, Phase 2 Easement

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

Solloway Class 3 Mainline Extension

In January the Board approved dedication of the short Solloway mainline extension into the GCSD collection system. We will be working with Jeroen Preiss to update the GIS map and with SAM to update its records for the new sewer.

Memorandum

Granada Community Services District
February 7, 2024

Naples Beach Pump Station

We have been looking through our records to provide information requested by GCSD staff on the emergency generator and its fuel tank at the Naples Beach Pump Station. The generator was installed in 1991.



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, February 12, 2024

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

This meeting will be held in-person and via zoom for public participation. Director Kathryn Slater Carter will be attending via Zoom from 885 Tahoe Blvd, Incline Village, NV 89451. 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/81954853553?pwd=ZHBLUTgyVINxTGICV1FyMmp6cGp3dz09>

Meeting ID: 819 5485 3553

Passcode: 802739

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

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

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on February 12, 2024, will be read aloud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of January 22, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for February 12, 2024 (**Attachment**)

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

- A. Recognition for CSRMA Workers Compensation Excellence Award. (**Attachment**)
- B. Receive and File report from Integral Consulting on Hydrodynamic Flood Modeling Studies. (**Attachment**)
- C. Approval of Dental, Vision, Disability, Group Life/AD&DL, Voluntary Life, Accidental Death & Dismemberment (AD&D) Effective March 1, 2024.
- D. Status of Mid-Year Budget Adjustment
- E. Approval of mid-year budget adjustment to fund Princeton Pump Station Rehabilitation project in the amount of \$1,339,592 (**Attachment**)
- F. Approval of Mid-Year Budget Adjustment to Fund Design of Montara Force Main in Amount Not to Exceed \$783,100 (**Attachment**)
- G. Authorize General Manager to advertise and award contract for progressive design and build of Montara Force Main.

5. GENERAL MANAGER'S REPORT

6. ATTORNEY'S REPORT

7. DIRECTORS' REPORT

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

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

C. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)

Agency Designated Representatives: Kishen Prathivadi, Jeremy Jungreis, Christopher Boucher. Employee Organization: IUOE Stationary Engineers, Local 39
CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)
Unrepresented employee: General Manager

D. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)
Unrepresented Employees

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: February 26, 2024, and March 11, 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.



SEWER AUTHORITY MID-COASTSIDE

Board of Directors *SPECIAL* Meeting Agenda

Special Board Meeting 10 AM-11 AM, Wednesday, Feb 07, 2024

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

This meeting will be held in-person and via zoom for public participation. Director Kathryn Slater Carter will be attending via Zoom from 885 Tahoe Blvd, Incline Village, NV 89451
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/82263466223?pwd=cUMwREtQTEkzbFZ4aDI4L3M2MlIiWZz09>

Meeting ID: 822 6346 6223

Passcode: 032947

Dial by your location

1 669 900 6833 US (San Jose)

1. **CALL TO ORDER**

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

2. **PUBLIC COMMENT / ORAL COMMUNICATION - NONE**

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

A. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

B. 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)

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

5. **ADJOURNMENT**

INFORMATION FOR THE PUBLIC

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

MINUTES
SAM BOARD OF DIRECTORS MEETING
Regular Board Meeting 7:00 PM, Monday January 22, 2024

1. CALL TO ORDER

Chair Dye called the meeting to order at 7:00 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

Directors Ruddock, Slater-Carter, Dekker, Penrose, Randle (for Director Clark), and Dye was present. Also, present were General Manager Prathivadi, Finance Officer George Evans, General Counsel Jeremy Jungreis, and Plant Superintendent Tim Costello.

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

Director Dye commented on the level of Pilarcitos Creek. General Manager Prathivadi discussed the Fire Event at the SAM Plant on January 20, 2024.

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

A. Approve Minutes of January 8, 2024, Regular Board Meeting

B. Approve Disbursements for January 22, 2024

C. Monthly Revenue and Expense Report for Period Ending December 31, 2023

Director Ruddock pulled the minutes for further discussion. General Manager Prathivadi acknowledged the amendment that Director Ruddock had previously emailed to him. He stated that the minutes will be amended, and the Board could adopt the minutes with corrections as discussed. Director Penrose moved, and Director Dekker seconded the motion to approve the Minutes of January 8, 2024, with corrections as discussed, and Consent Agenda items 3B - Approve Disbursements for January 22, 2024, and Item 3C - Monthly Revenue and Expense Report for Period Ending December 31, 2023, as presented.

Penrose/Dekker/Roll Call Vote: Ruddock Aye/Slater-Carter Aye/Dekker Aye/Randle Aye/Penrose Aye/Dye Aye/8 Ayes/0 Noes. The motion passed.

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

- A. Authorize General Manager to Cancel Certain Previously Approved CIP Projects So That Funding Could be Diverted to Other Projects Which Have Exceeded Previously Budgeted Amounts

General Manager Prathivadi reviewed the staff report, and stated that this was discussed at the January 18, 2024, Finance Committee Meeting, and the Committee agreed with this proposal. He then recommended that the Board of Directors authorize him to cancel certain previously approved CIP projects so that funding could be diverted to other projects which have exceeded previously budgeted amounts. A discussion ensued. Following Discussion, Director Slater-Carter moved, and Director Dekker seconded the motion to authorize the General Manager to cancel certain previously approved CIP projects so that funding can be diverted to other projects which have exceeded previously budgeted amounts.

Slater-Carter/Dekker/Roll Call Vote: Ruddock Aye/Slater-Carter Aye/Dekker Aye/Randle Aye/Penrose Aye/Dye Aye/8 Ayes/0 Noes. The motion passed.

- B. Authorize General Manager to Issue a Purchase Order to Rebuild-It to Provide Labor and Equipment Necessary for Replacing One Secondary Clarifier Drive in an Amount Not to Exceed \$566,516

General Manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize him to issue a purchase order to Rebuild-It to provide labor, and equipment necessary for replacing one secondary clarifier drive mechanism in an amount not to exceed \$566,516. A discussion ensued.

Slater-Carter/Dekker/Roll Call Vote: Randle Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/Dekker Aye/Dye aye/8 Aye/0 Noes. The motion passed.

Director Slater-Carter requested discussing Agenda Item 4E - Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2023/24 to Member Agencies for Approval before discussing Agenda Item 4D - Authorize General Manager to Enter a Contract with SRT Consultants to Provide Engineering Services for Montara Force Main

in an Amount Not to Exceed \$ 488,100. The Board agreed to Director Slater-Carters' request.

- C. Authorize General Manager to Issue a Purchase Order to Brentwood to Provide Labor and Equipment Necessary for Replacing One Primary Longitudinal Collector Mechanism for Primary Clarifier 1 in an Amount Not to Exceed \$304,500

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors authorize him to issue a purchase order to Brentwood to provide labor and equipment necessary for replacing one Primary Longitudinal Collector Mechanism for Primary Clarifier 1 in an Amount Not to Exceed \$304,500. A discussion ensued. Following discussion, Director Dekker moved, and Director Ruddock seconded to authorize the General Manager to issue a purchase order to Brentwood to provide the labor and equipment necessary for replacing one primary longitudinal collector mechanism for primary clarifier 1 in an amount not to exceed \$304,500.

Dekker/Ruddock/Roll Call Vote: Randle Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/Dekker Aye/Dye Aye/8 Aye/0 Noes. The motion passed.

- E. Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2023/24 to Member Agencies for Approval

General manager Prathivadi reviewed the staff report and recommended that the Board of Directors authorize the General Manager to submit the Mid-Year Budget Amendment for FY 2023/24 to the member agencies and to request that this item be placed at the next regular meeting for each agency to consider and approve. A discussion ensued. Director Slater-Carter requested clarification in the SRT letter and further documents that it is not the Montara Force Main, it is the SAM Force Main, located in Montara. It is not owned by Montara, it is owned by SAM. Following discussion, Director Slater-Carter moved, and Director Randle seconded the motion to authorize the General Manager to submit a budget amendment for Fiscal Year 2023/24 to member agencies for approval.

Slater-Carter/Randle/Roll Call Vote: Randle Aye/Penrose Aye/Slater-Carter Aye/Ruddock Aye/Dekker Aye /Dye Aye/8 Aye/0 Noes. The motion passed.

- D. Authorize General Manager to Enter a Contract with SRT Consultants to Provide Engineering Services for Montara Force Main in an Amount Not to Exceed \$ 488,100

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors authorize the General Manager to enter a contract with SRT Consultants to provide engineering services for the Montara Force Main in an Amount not to exceed \$488,100. A discussion ensued. Following discussion, Director Slater-Carter moved, and Director Dekker seconded the motion to authorize the General Manager to enter a contract with SRT Consultants to provide engineering services for the Montara Force Main in an amount not to exceed \$ 488,100. Director Slater-Carter also stated that she would like this vote on the record in case ERF brings this up. Director Ruddock stated for the record, that this amendment could have gone to the member agencies months ago.

Slater-Carter/Dekker/4 Ayes/4 Noes (Ruddock, Penrose). The motion did not pass.

5. GENERAL MANAGER'S REPORT

A. Managers' Monthly Report – December 2023

General Manager Prathivadi presented the General Managers report for November 2023 to the Board for review and approval. Director Slater-Carter commented on the flow to the plant, and concentration of solids. General Manager Prathivadi stated that is referred to as loading, which is the flow times BOD. Following discussion, the Board concurred to approve the Managers' Monthly Report for December 2023.

6. ATTORNEY'S REPORT - NONE

7. DIRECTOR'S REPORT - NONE

8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE

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

The Board went into Closed Session at 8:05 p.m.

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

The Board came out of closed session at 8:30 p.m. There was no reportable action.

11. ADJOURNMENT

Chair Dye adjourned the meeting at 8:30 p.m. to the next Regular meeting on February 12, 2024, at 7:00 p.m., held at the Sewer Authority Mid-Coastside, 1000 N Cabrillo Highway, Half Moon Bay, CA 94019

Respectfully Submitted,

Approved By:

Lorri Rovai
Administrative Assistant

Board Secretary



SEWER AUTHORITY MID-COASTSIDE

Staff Report

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

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 *December 2023*.

Key Indicators of Performance

Flow Report (See Attachment A)

NPDES Permit Violations:	0	Half Moon Bay	0.935	61.43%
Accidents, Injuries, etc.:	0	Granada CSD	0.257	16.88%
Reportable Spills Cat 1:	0	Montara W&SD	0.330	21.69%
Reportable Spills Cat 2:	0	Total	1.521	100%
Reportable Spills Cat 3:	0			
Reportable Spills Cat 4:	0			

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Administration

There was one Regular Board Meeting in the month of December 2023, and no public records request. There was one articles in the Half Moon Bay Review mentions of Sewer Authority adopts new public comment policy, (December 13, 2023). There were four articles in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside Receives \$732k from FEMA for 2 Storm Damage Projects via Montara Water and Sanitary District’s Local Hazard Mitigation Plan Process, (December 14, 2023), Sewer Authority Mid-Coastside Contracts for Desktop Data Analysis of Flows and Hydraulic Performance during 2021 and 2022/23 storms, (December 14, 2023), Sewer Authority Mid-Coastside Admin Retires Suzie Turbay We Love You...and Your Cookies!! (December 19, 2023), Sewer Authority Mid-Coastside Reports on Winter 2024 Wet Weather Storm and Flood Preparedness. There were no new hires in the month of December. There were no Anniversary in the month of December.

Operations & Maintenance

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

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

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

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

We 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.

December is always one of those months that with the holidays and folks taking time off we typically try not to over schedule the workload. We are also hopeful that we don’t get inundated with rain. Last December is still very much on everyone’s mind and believe me, we certainly do not every want to relive the flooding at the plant.

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Overall, I'd say the month was fairly quiet. We had a tree service reduce some of the canopy of the trees on the north side to help protect the berm. Just so everyone is aware, with the elevated berm a fallen tree could create a very problematic situation if the watercourse level were high. Agreed, this could be a worst-case scenario, but I am going to error on the side of caution.

We had one of the motors sent out that tested badly electrically and has since been reinstalled on the effluent pumps. The effluent pumping station is again prepared for higher flows that we might experience.

We had a field rep from Gorman Rupp go through our large influent pumps, his findings were that the three large pumps are showing significant signs of wear that is reducing performance and efficiency. For reference this pump has been in service for 25 years pumping raw sewage. Pump replacement is likely due to the cost of the wear items and replacement parts.

Towards the end of the Month, we had our plant Genny run for longer than originally expected to utility power service interruptions and a failed contactor on our ATS. The contractor has since been sourced and will be replaced by the time this report is published.

During the month of December 2023 rainfall was just below historic normal for Half Moon Bay. The 10-year average for the area is 5.55 inches of rain in December, (5.28 inches used to be considered normal, this year we received 4.91 inches, a little below the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 4.91 inches, (from the NOAA gauge at the plant). Our roof top had 4.87 at the plant, 5.14 inches in the GCSD service area, and 4.79 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 December 2023.

- 12/1/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Sodium Hypo delivery to Princeton pump station. Clean chlorine contact basin #1.
- 12/2/2023 – Saturday-Daily ops rounds and duties. Add polymer to influent and effluent MLSS. Adjust primary sludge pumping rates. Normal day.

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- 12/3/2023 – Sunday- Daily ops rounds and duties. Start dripping caustic soda in to channel leading to MLSS. Add polymer to both aeration basins at influent. Adjust digester transfer rates. Replaced final effluent sampler tubing.
- 12/4/2023 – Daily ops rounds and duties. Add polymer to both aeration basins influent and effluent. Adjust primary pumping rates. Deliver COVID sample to UPS. Fill up a couple mixed polymer totes.
- 12/5/2023 – Daily ops rounds and duties. Add polymer to AB3 and MLSS effluent. Weekly plant inventory. Replace and set up caustic tote. Run all influent pumps by hand. Brush Hog Tree Company here. Turn on RAS pump 1 to pump down secondary #1.
- 12/6/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Brush Hog Company here at the plant. Ops meeting wet weather planning. Susie's retirement celebration. Pump down secondary #1. SCADA alarm late at night LOW RAS flow, reset all ok now. Sent updated information to BAAQMD regarding boiler project.
- 12/7/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Brush Hog Company here. Wash down secondary #1. POLYDYNE reps here at the plant. PORTOLA pump 1 and 2 have small leaks, notified mechanics of the problem.
- 12/8/2023 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Brush Hog Tree Company here. Replace tubing at CEPT primary polymer pump.
- 12/9/2023 – Saturday - Daily ops rounds and duties. Add polymer to both aeration basins and effluent. Noticed gas smell coming from hot water heater, found water leak in the line, mechanics looking into it.
- 12/10/2023 – Sunday - Daily ops rounds and duties. Start dripping caustic soda for PH control. Add polymer to both aeration basins. Collect ALPHA lab samples.
- 12/11/2023 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Replace Alum tote. Perform weekly inventory for plant. SIMMS plumbing here at the plant to repair hot water heater leak.
- 12/12/2023 – Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Run all influent pumps by hand. KOFFLER here to remove effluent pump #1. GORMANN RUPP is here at the plant to inspect large influent pumps. BRUSH HOG is here at the plant tree trimming. REBUILD IT people here

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at the plant to take measurements of the secondary #1. Clean all bleach all the samplers tubing.

12/13/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Clean all DO probe meters for aeration basins. Christmas party luncheon.

12/14/2023 – Daily ops rounds and duties. Add polymer to both AB's influent and effluent. PACIFIC EQUIPMENT here for forklift maintenance. CALCON here at the plant installing primary sludge pump #2 and #3 motors, did test and worked ok. Noticed a high CL2 command, did bleed and flush lines inside the cabinets and also the manifold line that feeds the flash mixer, CL2 looks stable now.

12/15/2023 – Daily ops rounds and duties. Simms Plumbing here to repair a leak in the men's shower. Add caustic soda to MLSS influent. Stop polymer addition to MLSS influent and add a very light amount of polymer to MLSS effluent. Increased CL2 to RAS to 60lbs/per day.

12/16/2023 – Saturday-Daily ops rounds and duties. Add light amount of polymer to MLSS effluent only. Decreased CL2 to RAS to 48lbs/day. Change digester transfer rates.

12/17/2023 – Sunday- Daily ops rounds and duties. Add one polymer tote for 24 hours to MLSS effluent. Add caustic soda to MLSS influent. Light amounts of foam on the Aeration basins and low sludge blanket in the secondary, plant stable.

12/18/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Collect ALPHA lab samples. Swapped forklift propane tank. Fill up a couple diluted polymer totes during the day.

12/19/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Hypo delivery to the plant. KOFFLER is here to install motor for effluent pump #1 and to remove and take #3 water pump 2. Flushed CL2 feed line to flash mixer because of possible blockage at the line.

12/20/2023 – Daily ops rounds and duties. Add polymer to MLSS effluent. Changed primary sludge pump settings and change sludge transfer settings. Set up smaller influent pumps on lead during the day to test out. Replace belt press polymer tote.

12/21/2023 – Daily ops rounds and duties. Add a light amount of polymer to the MLSS effluent. Place CL2 order for Princeton pump station. Clean and bleach tubing for secondary effluent sampler.

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- 12/22/2023 – SAM HOLIDAY- Daily ops rounds and duties. Adjust primary sludge pumping rates. Perform BIAS check on SO2 analyzer at the effluent building. Add polymer to the MLSS effluent only. Found leak on chemical hypo pump #5, switched to hypo pump 3.
- 12/23/2023 – SATURDAY- Daily ops rounds and duties. Add polymer to MLSS effluent. ADD caustic soda to MLSS influent. Noticed hypo pump command to effluent very high, flushed manifold lines a few times.
- 12/24/2023 – SUNDAY- Christmas eve - Daily ops rounds and duties. Add polymer to MLSS effluent. Pedro’s cleaning service in admin building. CL2 pump commands high, flush discharge lines at the manifold a couple times by opening and closing the valves.
- 12/25/2023 – MONDAY-CHRISTMAS – SAM Holiday. Daily ops rounds and duties. Add polymer to MLSS effluent only. Fill up a couple mixed polymer totes. Hypo chemical pump running at 100% with very little flow, Flushed manifold lines a few times. Received low CL2 residual alarm late in the night, flushed feed and discharge lines at the manifold area, added carrier water for a few minutes to break any possible blockage.
- 12/26/2023 – Daily ops rounds and duties. Add polymer to only MLSS effluent. Stopped the hypochlorite to the flash mixer and re direct to secondary effluent due to issues in the chemical line, monitor chemical during the day. Power outage in the MONTARA area in the afternoon which caused lift stations to go on generator for a couple hours.
- 12/27/2023 – Daily ops rounds and duties. Add polymer to only MLSS effluent. Staff meeting regarding dental insurance. Worked on the hypo pumping feed and discharge lines. Power outage at the plant in the afternoon, resulted in the generator running the plant, reset all alarms but did get a high SO2 residual because of the outage. PG&E found a blown transformer on KEHOE Ave, which resulted in the plant not having electricity. Scheduled crew to work late in the evening and overnight. Reached out to the BAAQMD regarding permitting for the new boiler work. It’s been a few weeks since we last responded to them. I don’t know if that is a good thing or a bad thing, but the process is taking longer than expected.
- 12/28/2023 – Daily ops rounds and duties. Running on generator PG&E power out. Power restored at about 11:00 AM, generator ran for 19 hours. All 3 pumps from #1 water failed and will not reset, running pump on VFD LOCAL. RAS pump #2 will not reset, running pump on VFD LOCAL,

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Called Brandon from CALCON regarding issues. Worked on HYPO pump feed and discharge lines.

12/29/2023 – S.A.M. HOLIDAY- Daily ops rounds and duties. 07:00 am PG&E power outage at the SAM treatment plant, Generator on. CALCON here to work on #1 water and RAS pump programming. PG&E utility power back on at about 11:00 am but transfer switch failed and continued on generator, Notified staff about situation. Mechanics at the plant looked into the PG&E breaker cabinet and diagnosed it. Called EATON for professional help regarding problem, Eaton managed to fix situation found bad contacts inside the cabinet and generator switched to utility power successfully. The generator ran roughly a total of 12 hours before switching to utility power. Chemical pump #3 to effluent command very high, switched pump to #5 and command went back down to normal speed.

12/30/2023 – SATURDAY- Daily ops rounds and duties. Add polymer to MLSS effluent. Worked on C12 to effluent feed lines because of possible blockage, place chemical pump #4 as lead. Changed primary sludge pump rates due to low Sludge blankets in the primary clarifier.

12/31/2023 – SUNDAY- Daily ops rounds and duties. Prepare paperwork for the month of January process #'s. Normal day no anomalies. NO chemicals added to MLSS.

Other activities are listed below:

There were 7 deliveries (approximately 2,500 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 250.00. There were no leachate deliveries to the SAM IPS line in the month of December 2023, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 24,618 feet of sewer line and responded to nineteen service calls in contract service areas. Six calls were sewer line related and thirteen were maintenance service calls. Fifteen of the callouts were during regular business hours or started during regular business hours. Four were after hour calls. One call was in HMB, sixteen calls were in the MWSD service area, and two calls were in the GCSD service area during the month of December 2023.

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- HMB – The service call in HMB was as follows; 12/19 - Call for a private lateral issue. The crew arrived and explained that the lateral is considered private, and they would need to contact a plumber to resolve the issue.

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

- GCSD – The service calls in the GCSD area was as follows; 12/5 - Call for manhole lid knocked off. When the crew arrived, it appeared that the lid was struck by a vehicle exposing barrel. Crew reset lid to proper location and added concrete around it to prevent reoccurrence. 12/14 - Call for standing water in clean out. The crew flushed the main, finding no obstructions. Crew assisted at property line clean to clear blockage.

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

- MWSD – The sewer line related call in the MWSD area were as follows; 12/5 - Call for asphalt bump in the road. The crew ran the main and it was fine, advised homeowner that we will contact county roads, so they are aware. 12/15 - Moved smart cover from Kanoff back to Cypress Street. The phone line is working now so we have alarms there again. Having the smart cover there was a temporary solution until the phone was working. 12/28 - Call for lateral line back up. Crew flushed the main finding no obstructions. The owner was advised to contact a plumber to resolve the issue.

The maintenance calls in the MWSD service area were as follows; 12/20 - Seal cove #1 - power outage in area check station, reset any standing alarms. Pg & E expects power to be restored sometime tomorrow. 12/20 - Seal cove #2 - power outage in area check station, reset any standing alarms. Pg & E expects power to be restored sometime tomorrow. 12/20 - Seal cove #3 - power outage in area check station, reset any standing alarms. Pg & E expects power to be restored sometime tomorrow. 12/20 - Seal cove #4 - power outage in area check station, reset any standing alarms. Pg & E expects power to be restored sometime tomorrow. in the month of November 2023. 12/20 - Seal cove area - Distillery station - power outage in area check station, reset any standing alarms. Pg & E expects power to be restored sometime tomorrow. 12/26 - 5th street station no power due to downed power lines in area. Alarms were reset and the station

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ALTERNATE MEMBERS:	S. Boyd	J. Randel	J. Grant
	H. Rarback		

checked for normal operation when power was restored at 13:58.12/26 - Kanoff Street station had no power due to downed power lines in area. The station was on genny for duration of outage. Alarms were reset and the station checked for normal operation when power was restored at 13:58.12/26 - 7th street station no power due to downed power lines in area. Alarms were reset and the station checked for normal operation when power was restored at 13:58.12/26 - Niagara Street station had no power due to downed power lines in area. Alarms were reset and the station checked for normal operation when power was restored at 13:58.12/26 - Vallemar Street station had no power due to downed power lines in area. The station was on genny for duration of outage. Alarms were reset and the station checked for normal operation when power was restored at 13:58.12/26 - California Street station had no power due to downed power lines in area. The station was on genny for duration of outage. Alarms were reset and the station checked for normal operation when power was restored at 13:58. 12/27 - Vallemar station alarm, station was operating as normal upon arrival. Possible power glitch due to rain and wind. Reset alarms and checked station for normal operation. 12/27 - Distillery station alarm, station was operating as normal upon arrival. Possible power glitch due to rain and wind. Reset alarms and checked station for normal operation.

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

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report December 2023

Attachment B: Monthly NPDES Report December 2023

Attachment C: Collection System Data December 2023

Attachment D: Contract Collection Service Report December 2023

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

Attachment A

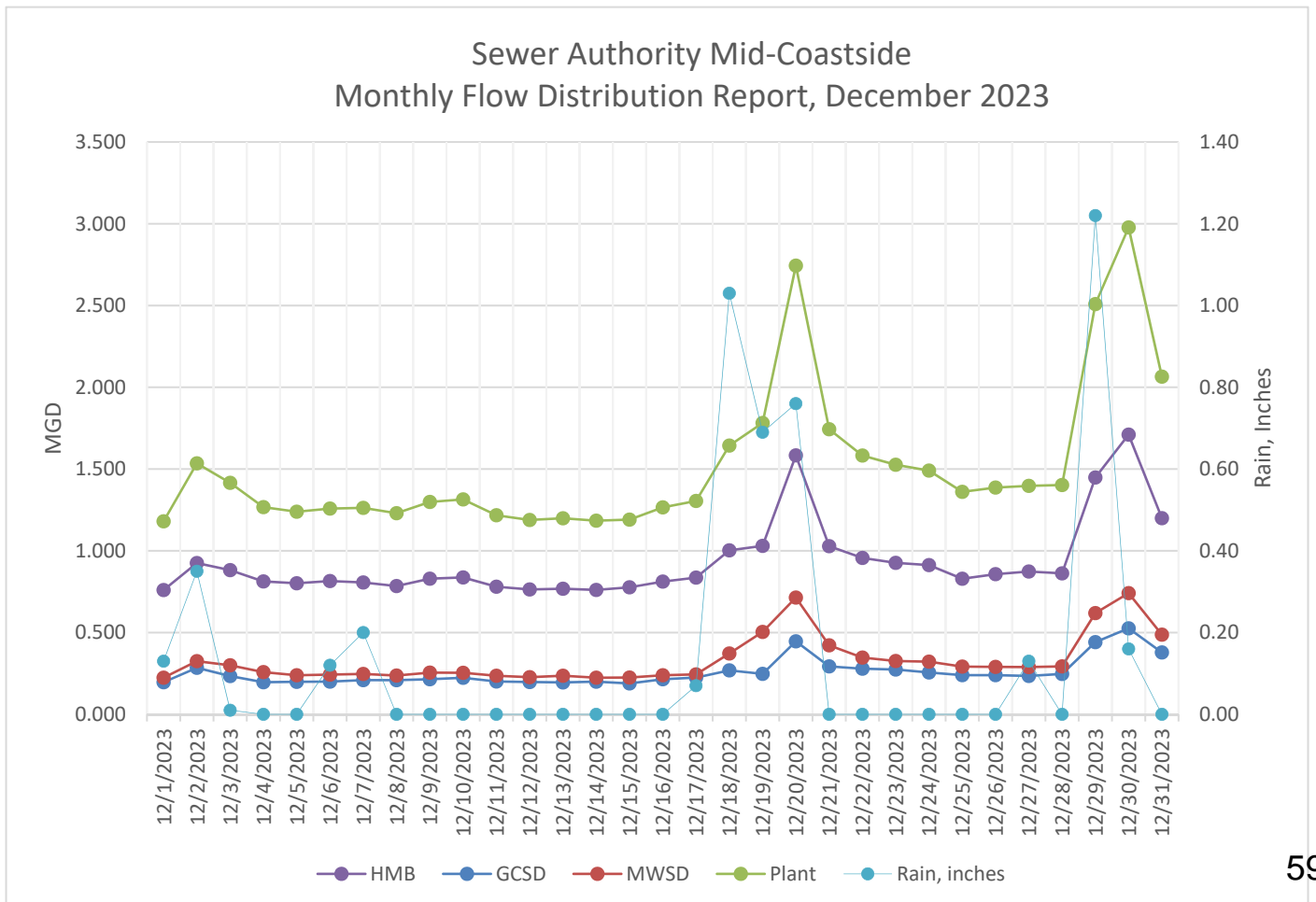
Flow Distribution Report Summary for December 2023

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

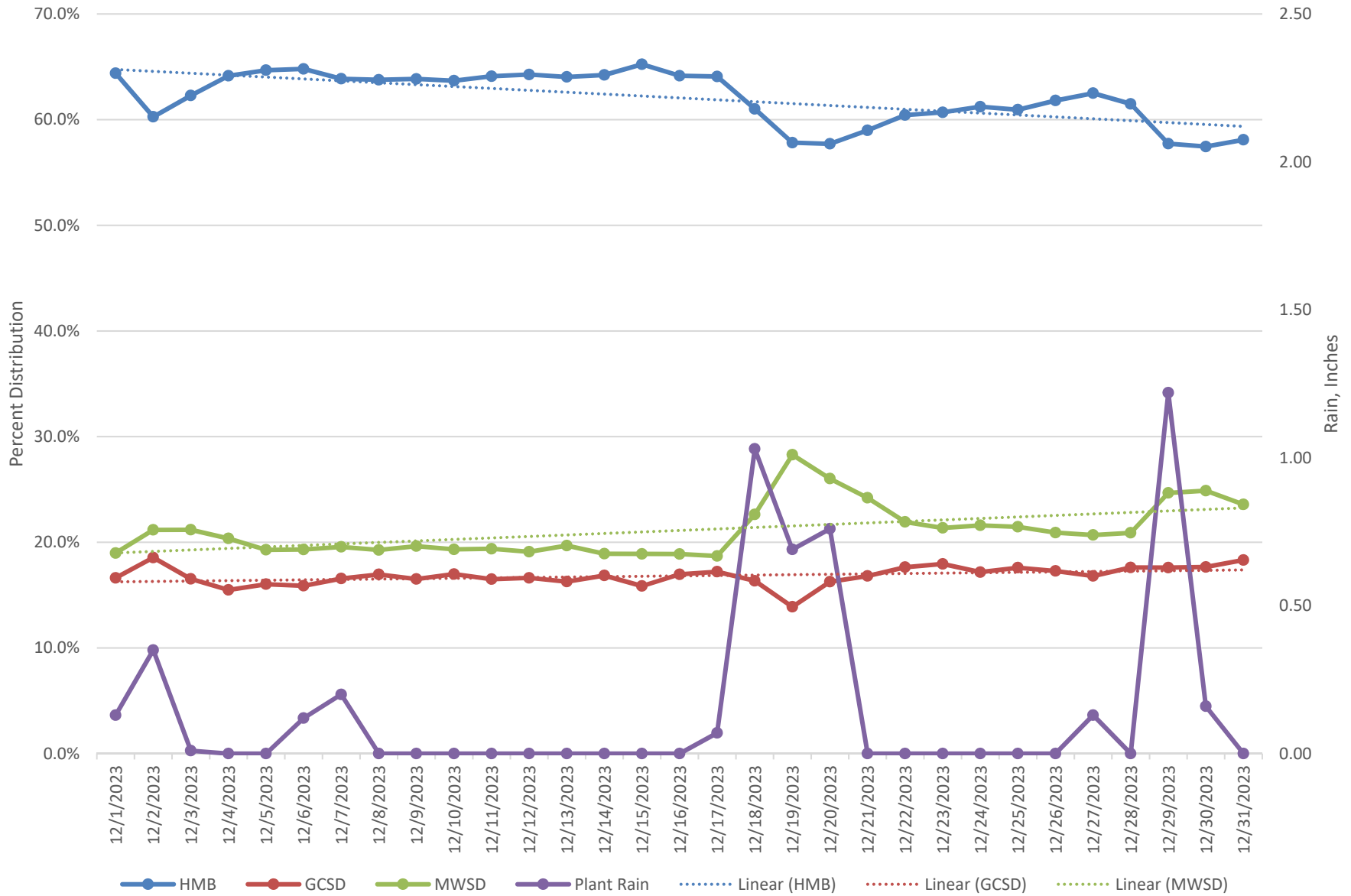
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

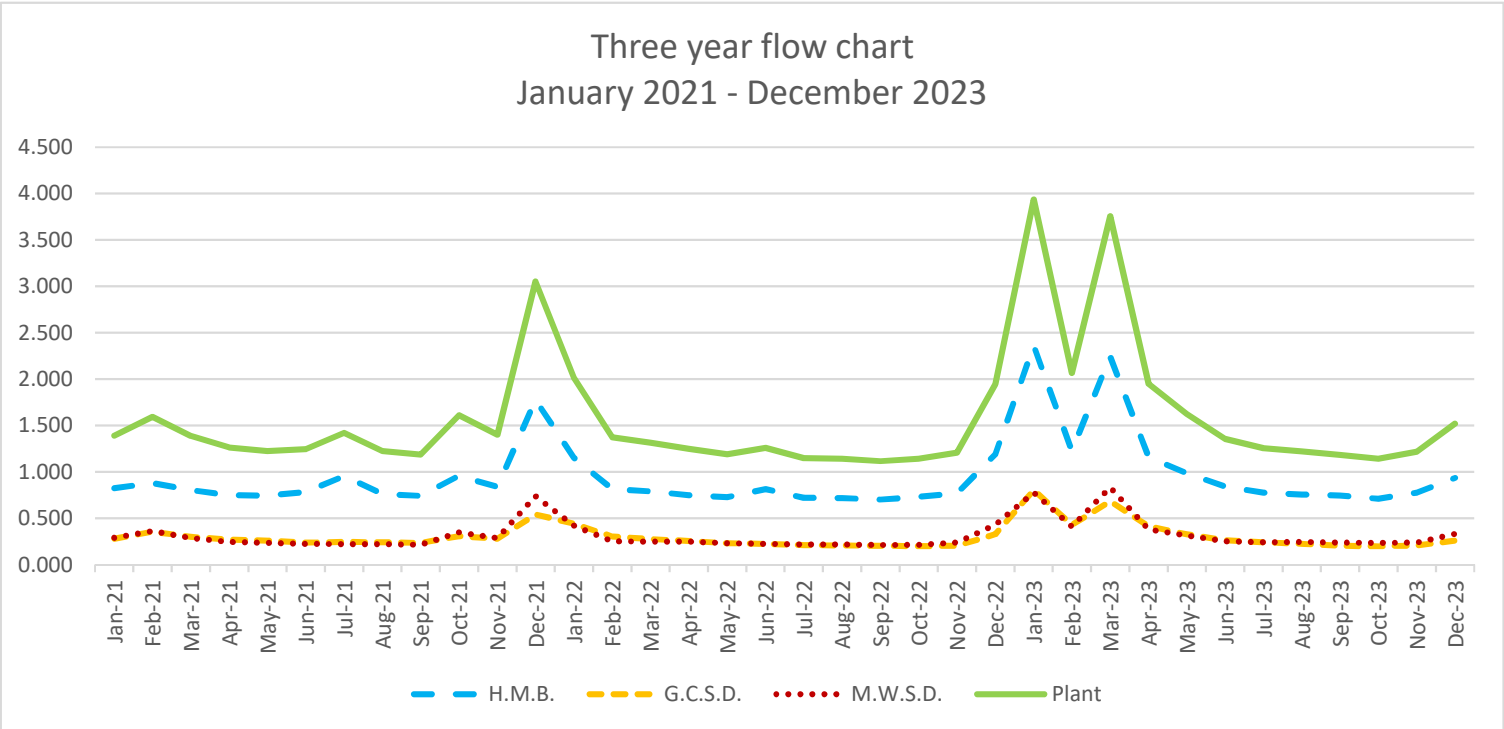
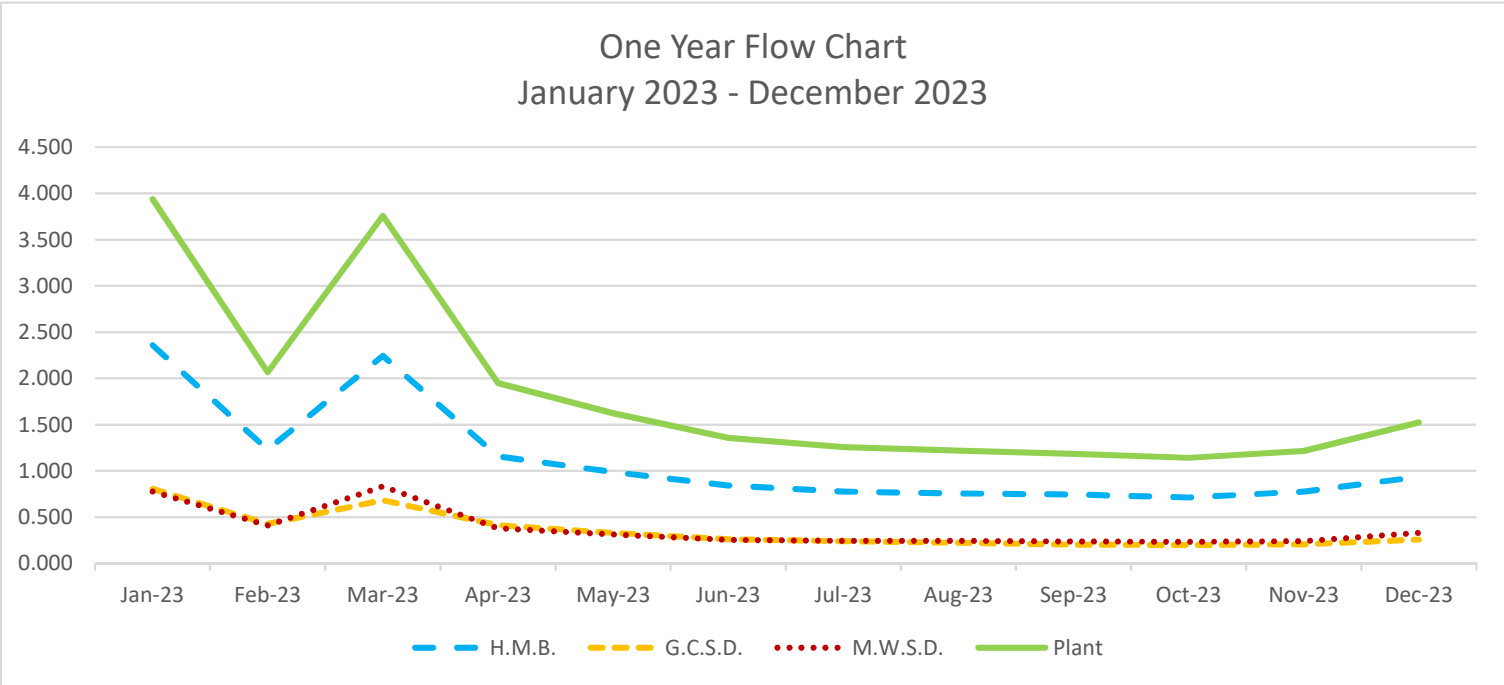
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.935	61.43%
Granada Community Services District	0.257	16.88%
Montara Water and Sanitary District	<u>0.330</u>	<u>21.69%</u>
Total	1.521	100.0%



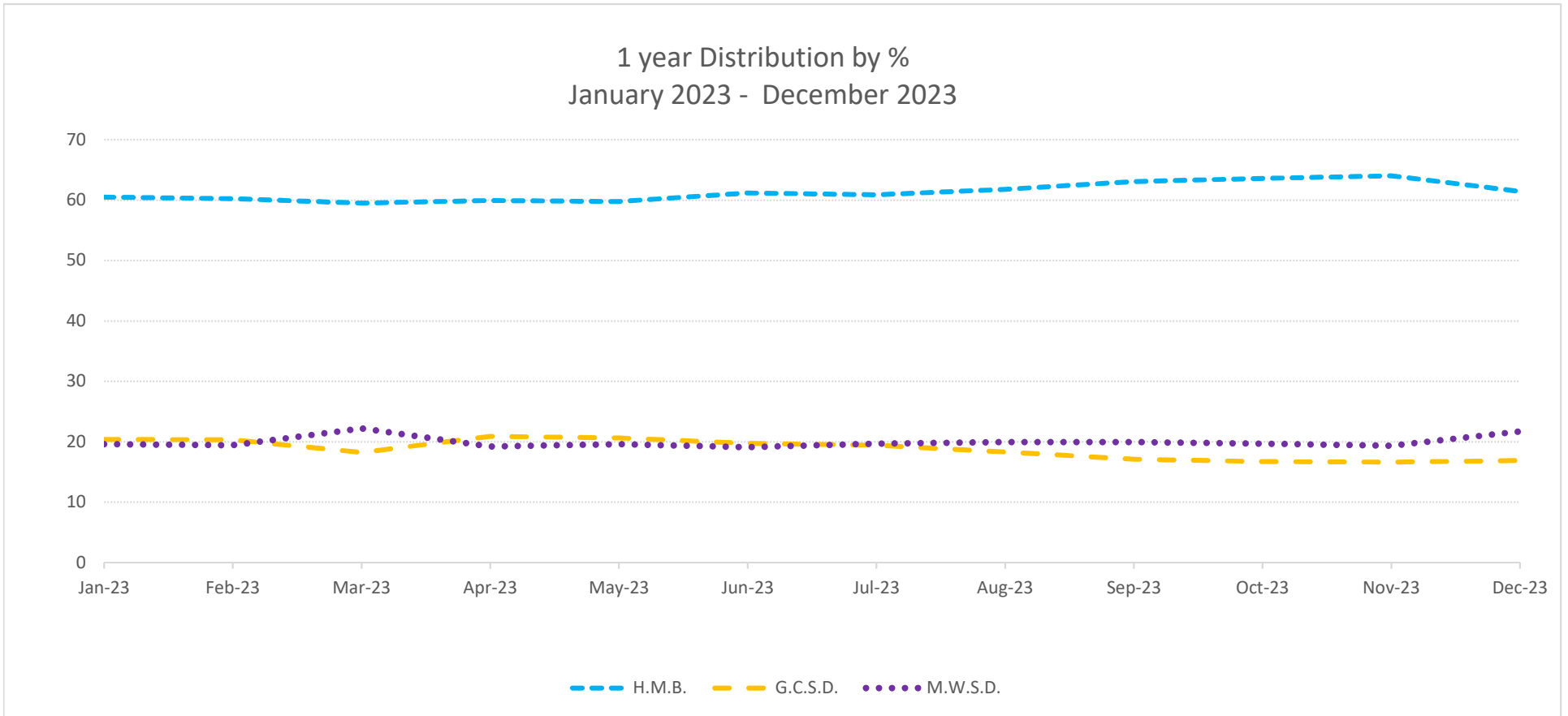
Percent Distribution December 2023



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



Flow based percent distribution based for past year



SAM E-001 December 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
12/1/2023								
12/2/2023								
12/3/2023								
12/4/2023								
12/5/2023								
12/6/2023	360	12.00		96.7%	230	180	7.7	
12/7/2023	300	9.20		96.9%	210	170	9.2	
12/8/2023								
12/9/2023			10.60					8.45
12/10/2023	260	5.70		97.8%	260	210	7.1	
12/11/2023	360	7.20		98.0%	320	230	8.9	
12/12/2023								
12/13/2023								
12/14/2023								
12/15/2023								
12/16/2023			6.45					8.00
12/17/2023								
12/18/2023	300	18.00		94.0%	280	260	24.0	
12/19/2023	320	12.00		96.3%	200	170	11.0	
12/20/2023								
12/21/2023								
12/22/2023								
12/23/2023			15.00					17.50
12/24/2023								
12/25/2023								
12/26/2023	360	7.90		97.8%	240	210	8.4	
12/27/2023	440	8.30		98.1%	300	240	9.8	
12/28/2023								
12/29/2023								
12/30/2023			8.10					9.10
12/31/2023								
Count	8	8	4	8	8	8	8	4
Minimum	260	5.70	6.45	94.0%	200	170	7.1	8.0
Average	338	10.04	10.04	96.9%	255	209	10.8	10.8
Maximum	440	18.00	15.00	98.1%	320	260	24.0	17.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, December 2023

December 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	3	3	0	0	0
Other	2	2	0	0	0
Total	8	5	0	1	2
		63%	0%	13%	25%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCSO	MWSD	SAM
December 2023	0	0	0	0	0
12 Month Moving Total	8	5	0	1	2

SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCSO	MWSD	SAM
December 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	7.7	13.5	0.0	3.7	27.4
Category 1	1.9	0.0	0.0	0.0	27.4
Category 2	2.9	8.1	0.0	0.0	0.0
Category 3	2.9	5.4	0.0	3.7	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%

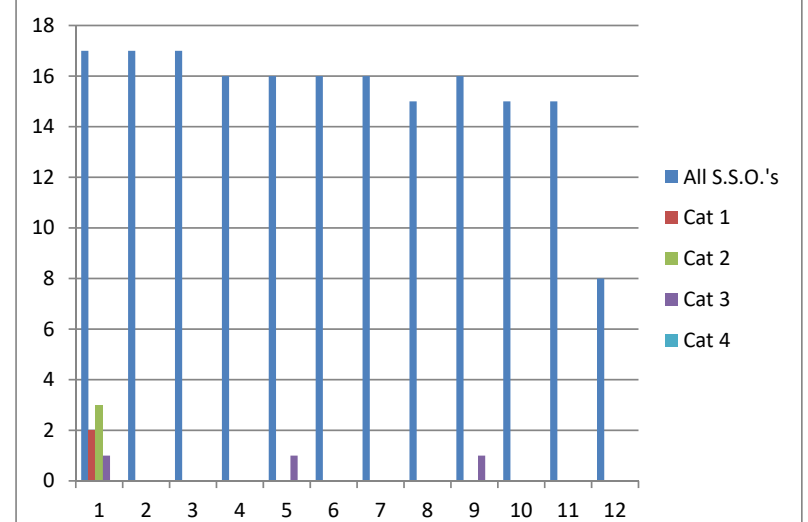
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
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
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7

Annual ft	145,874	127,738	94,561	368,173	
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Annual Mi.	27.6	24.2	17.9		69.7
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12 Month Moving SSO Totals Through December 2023



Attachment C

TASK SUMMARY- GCSD 2023-2024

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,235	6,242	11,056	9,984	8,489	9,131								
Hot Spot Cleaning	5,400	294	3,321	3,974	-	290	1,382								
Lift Station Inspection - Daily	52	4	4	4	4	4	4								
Lift Station Inspection - Annually	3	-	-	-	-	-	-								
Maint. Work Orders - Completed	-	4	4	4	4	4	4								
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-								
Manhole Inspection	879	57	44	71	43	45	51								
USA Markings	372	76	81	78	56	53	20								
F.O.G. Inspections Completed	10	-	22	-	-	-	-								
F.O.G. Inspections Passed	10	-	15	-	-	-	-								
F.O.G. Inspection Failed	-	-	7	-	-	-	-								
Lateral Inspections	-	-	-	-	-	-	-								
Customer Service Call - Reg	-	1	-	-	-	1	1								
Customer Service Call - OT	-	-	-	-	-	-	1								
SSO Response - Category 1	-	-	-	-	-	-	-								
SSO Response - Category 2	-	-	-	-	-	-	-								
SSO Response - Category 3	-	-	-	-	-	-	-								
Insurance Claims Filed	-	0	0	0	0	0	0								



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

January 18, 2024

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:01 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 District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

- a. Report on Granada Community Park and Recreation Center – Project Manager Ray Razavi reported that a grant application for San Mateo Measure K grants had been submitted. Mr. Razavi stated that the biological and cultural reports had not received many comments, the noise study analysis was almost complete, and air quality modeling was taking place. Mr. Razavi will be meeting with the County of San Mateo to review the application process.
- b. Report on planned Recreation Program Events.
 - i. Coastside Land Trust, Junior Land Stewards Presentation (*Moved to first item*) - Haley Peterson from Coastside Land Trust provided the board with an overview on the previous months of programming and field trips.
 - ii. Update on 2024 tentative recreation planning – Ms. Atmore reminded the public that the Recology recycling event would happen on Saturday. She updated the board on plans for an Earth Day event, a possible Valentine's Day event at the Shoppes at Harbor Village, a movie night, and crafts with the library. Ms. Atmore also stated that there is discussion with the San Mateo County Libraries to bring the bookmobile to El Granada on a regular basis. Additional plans included an Easter Egg Hunt at Quarry Park, an adaptive cycling event, a Harvest Festival, and a holiday event in

conjunction with the Harbor District. Directors Dye and Marsh suggested various walks including birding and tree identification.

2. Consideration of Assessment District Budget.

Mr. Duffy explained that the proposed Assessment District budget will cover administrative costs for the District and for legal counsel, and that the assessment district reserves are deposited in the CAMP investment fund earning interest.

ACTION: Director Dye moved to approve the proposed budget (Dye/Randle).
Approved 5-0.

3. Consideration of Use Policy for Granada Community Park Property Parking Area.

Ms. Atmore reviewed draft versions of the Park Property Use Information and the Application and Use Agreement. Various board members discussed whether board approval would be necessary for every event or, if not, what parameters would be used to determine staff vs. board approval. Member of the public Michelle Dragony recommended that an ad-hoc committee to form. Directors Randle and Grant volunteered to work with staff to review use requests and develop a policy.

4. Engineer's Report.

Director Marsh asked when the proposals for the third phase of the sewer replacement project will be available. Mr. Duffy explained that a discussion of the reserves and possible sewer service charge study will help guide the decision on pursuing the next phase of replacement. Director Dye stated that the District sewer mains are in good condition.

5. Report on Sewer Authority Mid-Coastside Meetings.

Director Dye summarized the proposed SAM budget amendments which were not included in the approved SAM 2023/24 General Budget. The amendments include the following items: 1) a doubling of cost for the two clarifier projects from the FY 2022/23 budget which will be funded with repurposed money previously approved for other non-essential projects; 2) the Princeton Pump Station replacement project which is projected to cost \$1.34 million more than the original FY 2022/23 budget of \$1.26 million; 3) and the permitting and design work for the Montara Force Main project for \$783,000. SAM states that items 2 and 3 above are absolutely necessary to get started in order to comply with the SAM/ERF court settlement. The budget amendment that will be introduced at the SAM meeting on January 22nd proposes an to increase the original infrastructure budget of \$1,720,000 to \$3,842,000, an increase of \$2,122,000. Director Clark commented that SAM is in a very tight spot because of the ERF settlements that require that the work move forward. Director Dye remarked that ERF has been very reasonable and doesn't anticipate that they would be punitive if the project is underway but not completed. Director Dye stated that SAM is having some trees trimmed around the plant and that the plant seems prepared for upcoming storms.

CONSENT AGENDA

6. **December 21st Special Meeting Minutes.**
7. **December 21st Regular Meeting Minutes.**
8. **January 2024 Warrants.**
9. **November 2023 Financial Statements.**
10. **Dedication of Class 3 Mainline Extension to Serve APN: 047-288-030, 1230 Columbus Street, El Granada (Solloway).**
11. **Dedication of Class 3 Mainline Extension to Serve APN: 047-311-060, 207 Airport Street, El Granada (Big Wave).**
ACTION: Director Clark moved to approve the consent agenda (Clark/Randle).
Approved 5-0.

COMMITTEE REPORTS

12. **Report on seminars, conferences, or committee meetings.**
Director Marsh reminded to board of the upcoming CSDA Leadership Academy dates in San Luis Obispo.

INFORMATION CALENDAR

13. **Attorney's Report. (Parkin)**
14. **General Manager's Report. (Duffy)**
15. **Administrative Staff Report. (Atmore)**
16. **Future Agenda Items.**

ADJOURN TO CLOSED SESSION

1. **Conference with Legal Counsel – Existing Litigation - Government Code Section §54956.9(d)(1).**
City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County (Superior Court Case No. 17CV316927; Sixth District Court of Appeal Case No. H049896)

RECONVENE TO OPEN SESSION

No reportable action.

ADJOURN REGULAR MEETING

The meeting was adjourned at 9:27 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: February 15, 2024.

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

Date	Num	Name	Memo	Account	Amount
01/18/24	9856	Jill Grant	Re-issue lost checks #9504 & #9598	6040 Directors' Compensation	\$ 290.00
01/18/24	9857	KBA Document Solutions, LLC	12/13/23-1/12/24	6020 Copier lease	39.44
01/23/24	9858	Tri Counties Bank	Dec 2023 Card Charges	6140 Office Supplies	750.00
02/15/24	9859	Alhambra & Sierra Springs	Invoice dtd 01/18/24	6170 Utilities	48.46
02/15/24	9860	Barbara Dye	01/18/24 GCSD	6040 Directors' Compensation	145.00
02/15/24	9861	CAMWC	CalMutuals 2024 Membership Dues	6100 Memberships	500.00
02/15/24	9862	CliftonLarsonAllen LLP	12/01/23-01/15/24 Accounting Svcs	6152 Accounting	5,859.00
02/15/24	9863	Comcast	02/13/24-03/12/24 Svcs	6170 Utilities	324.31
02/15/24	9864	Dudek	12/30/23-01/26/24 Prof. Svcs	6151 General Manager	9,795.00
02/15/24	9865	Group 4 Architecture	Comm Center Design Inv dtd 06/30/23 (rec'd Feb 2024)	5130 Parks & Rec Professional Svcs	3,795.00
02/15/24	9866	Hope Atmore	Travel & Expense Reimbursements 08/21/23-02/06/24	6050 Education & Travel Reimb	562.09
02/15/24	9867	Hue & Cry, Inc	Qrtly Ofc Alarm 03/01/24-03/31/24	6170 Utilities	35.59
02/15/24	9868	Jen Randle	01/18/24 GCSD	6040 Directors' Compensation	145.00
02/15/24	9869	Jill Grant	01/18/24 GCSD	6040 Directors' Compensation	145.00
02/15/24	9870	KBA Document Solutions, LLC	12/13/23-01/12/24	6140 Office Supplies	24.50
02/15/24	9871	Kikuchi & Kankel Design Group	Prof Svcs through 01/31/24	5130 Parks & Rec Professional Svcs	4,390.00
02/15/24	9872	Matthew Clark	01/18/24 GCSD	6040 Directors' Compensation	145.00
02/15/24	9873	Nancy Marsh	01/18/24 GCSD	6040 Directors' Compensation	145.00
02/15/24	9874	Neal Solloway	Engineering Fee Deposit Refund, APN 047-288-030	2020 Class 3 Deposits	1,000.00
02/15/24	9875	Pacifica Community TV	01/18/24 GCSD	6180 Video Taping	400.00
02/15/24	9876	Peninsula Municipal Engineering	Inv dtd 02/07/24	5130 Parks & Rec Professional Svcs	5,415.00
02/15/24	9877	PG&E (Office #4277-7)	9351534277-7	6170 Utilities	91.59
02/15/24	9878	PG&E (Pump Station #5681-6)	8454945681-6	6170 Utilities	131.75
02/15/24	9879	Rodolfo Romero	Feb Cleaning	6130 Office Maintenance & Repairs	220.00
02/15/24	9880	San Mateo County Harbor District	Office Lease-Mar 2024	6120 Office Lease	5,050.00
02/15/24	9881	San Mateo Daily Journal	SMD ads 01/26/24, 02/02/24	6160 Publications & Notices	1,380.00
02/15/24	9882	SDRMA	SDRMA Medical Benefit Premiums - Mar 2024	6062 Medical	4,991.78
02/15/24	9883	Sewer Authority Mid-Coastside	Feb 2024 Collections & Assessments	5010 SAM - General	134,464.33
02/15/24	9884	Townsend Public Affairs, Inc.	Invoice dtd 02/01/24	5130 Parks & Rec Professional Svcs	3,500.00
02/15/24	9885	Tri Counties Bank	Jan 2024 Card Charges	6140 Office Supplies	1,264.87
02/15/24	9886	Wittwer & Parkin	Jan 2024 Svcs	6090 Legal Services	5,704.00
TOTAL \$					190,751.71

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

ASSETS

Current Assets

Cash & Cash Equivalents

1020 · Petty Cash	\$	192
1030 · Cash - LAIF		2,425,308
1040 · Tri Counties Bank - Gen Op		1,662,908
1050 · Tri Counties Bank - Deposit		17,345
Total Cash & Cash Equivalents		4,105,753

Other Current Assets

1100 · Accounts Receivable		24,916
1200 · Interest Receivable		27,283
1550 · Prepaid Expenses		10,175
Total Other Current Assets		64,569
Total Current Assets		4,170,322

Capital Assets

1600 · Land		2,862,979
1610 · Construction in Progress		1,155,954
1615 · Equipment		41,930
1620 · Collections System		11,659,302
1630 · Accumulated Depreciation		(7,963,446)
Capital Assets, Net of Accumulated Depreciation		7,756,719

Other Assets

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

TOTAL ASSETS

16,635,475

DEFERRED OUTFLOWS OF RESOURCES

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

TOTAL DEFERRED OUTFLOWS OF RESOURCES

88,433

(Continued on next page)

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

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

LIABILITIES

Current Liabilities

2000 · Accounts Payable	31,233
2001 · Accrued Vacation	3,516
2020 · Class 3 Deposits	24,055
2100 · Payroll Liabilities	12,732
2225 · Recology-Del Garbage	25,118
2300 · Due to AD	23,988
Total Current Liabilities	120,642

Long-Term Liabilities

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

TOTAL LIABILITIES

207,249

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	7,756,719
Unrestricted	8,673,546
	8,673,546

TOTAL NET POSITION

\$ 16,430,265

PRELIMINARY DRAFT

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

	Jul 1, 2023 - Dec 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ 447,315	\$ 460,002	\$ (12,687)	\$ 920,000
4020 · Sewer Service Charges-SMC	1,219,625	1,219,998	(373)	2,440,000
4021 · Sewer Svc Charges Pro-rated	7,864	-	7,864	-
4030 · AD OH Reimbursement	36,000	18,000	18,000	36,000
4040 · Recology Franchise Fee	21,857	22,500	(643)	45,000
Total Operating Revenue	1,732,661	1,720,500	12,161	3,441,000
Non Operating Revenue				
4120 · Interest on Reserves	56,201	55,500	701	111,000
4125 · Unrealized Gain (Loss) in LAIF	37,155	-	37,155	-
4130 · Connection Fees	15,275	19,002	(3,727)	38,000
4160 · SAM Refund from Prior Yr	-	498	(498)	1,000
4170 · ERAF Refund	252,022	199,998	52,024	400,000
4180 · Misc Income	2,139	3,000	(861)	6,000
4185 · Lease Revenue	30,000	30,000	-	60,000
Total Non Operating Revenue	392,792	307,998	84,794	616,000
TOTAL REVENUES	2,125,453	2,028,498	96,955	4,057,000
Expenses				
Operations				
5010 · SAM - General	585,062	534,324	(50,738)	1,068,645
5014 · SAM - Pass Through Costs	16,924	-	(16,924)	-
5020 · SAM - Collections	109,819	108,636	(1,183)	217,276
5040 · Depreciation Expense	137,994	-	(137,994)	-
5060 · Lateral Repairs	489	12,000	11,511	24,000
5065 · CCTV	-	7,500	7,500	15,000
5110 · RCD - Parks	-	4,998	4,998	10,000
5120 · Half Moon Bay Reimb - Parks	-	15,498	15,498	31,000
5130 · Parks & Rec Professional Services	110,246	75,000	(35,246)	150,000
Total Operations	960,534	757,956	(202,578)	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 SIX MONTHS ENDED DECEMBER 31, 2023
(CONTINUED)**

	Jul 1, 2023 - Dec 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	9,655	11,502	1,847	23,000
6020 · Copier lease	1,795	2,502	707	5,000
6040 · Directors' Compensation	5,075	4,998	(77)	10,000
6050 · Education & Travel Reimb	1,333	1,002	(331)	2,000
6060 · Employee Compensation	210,525	175,002	(35,523)	350,000
6070 · Engineering Services	23,996	15,000	(8,996)	30,000
6080 · Insurance	139	25,998	25,859	52,000
6090 · Legal Services	25,394	19,998	(5,396)	40,000
6095 · Legal Services for Case Related Legal	-	17,502	17,502	35,000
6100 · Memberships	7,480	4,950	(2,530)	9,900
6120 · Office Lease	28,050	31,998	3,948	64,000
6130 · Office Maintenance & Repairs	900	4,248	3,348	8,500
6135 · Other Property Maint.	1,750	-	(1,750)	-
6140 · Office Supplies	4,740	-	(4,740)	-
6150 · Professional Services	57,052	71,502	14,450	143,000
6160 · Publications & Notices	-	4,998	4,998	10,000
6170 · Utilities	6,152	7,998	1,846	16,000
6180 · Video Taping	2,800	2,502	(298)	5,000
6190 · Computers	5,596	4,002	(1,594)	8,000
6220 · Miscellaneous	6,493	4,500	(1,993)	9,000
6230 · Bank Service Charges	165	-	(165)	-
6310 · Park Related Misc Expenses	15,304	4,998	(10,306)	10,000
Total Administration	414,394	415,200	806	830,400
Capital Projects				
1617-1 · Medio Creek Xing Crossing	437	-	(437)	-
7013 · 6-yr CIP Phase 2	3,562	32,502	28,940	65,000
7015 · Mainline System Repairs	-	4,998	4,998	10,000
7100 · SAM - Infrastructure	163,830	333,378	169,548	666,750
Total Capital Projects	167,829	370,878	203,049	741,750
TOTAL EXPENSES	1,542,757	1,544,034	1,277	3,088,071
CHANGE IN NET POSITION	\$ 582,696	\$ 484,464	\$ 98,232	\$ 968,929
BEGINNING NET POSITION	15,847,569	15,847,569	-	15,847,569
ENDING NET POSITION	\$ 16,430,265	\$ 16,332,033	\$ 98,232	\$ 16,816,498

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

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Jan 12, 2024 to Feb 9, 2024
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: February 15, 2024

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 were no hook-ups this period:

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

Shaded items were previously reported.

SPECIAL NOTES:

- A leak was reported on Monday, February 5th at the Picasso Preschool on the south wall. A local contractor has been contacted and repairs to the siding will be completed.

