



## GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, September 19, 2024

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

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

#### Zoom information below:

<p><b>Topic: GCSD Board Meeting</b> <b>Time: September 19, 2024 7:00 PM</b> <b>Pacific Time (US and Canada)</b></p> <p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/82642686214">https://us02web.zoom.us/j/82642686214</a></p> <p>Meeting ID: 826 4268 6214</p>	<p><b>OR</b></p> <p>Dial by your location +1 669 444 9171 US</p>
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#### **CALL REGULAR MEETING TO ORDER AT 7:00 p.m.**

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

#### **ROLL CALL**

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

Director Grant will be participating remotely via teleconference from 128 Coronado St., El Granada, pursuant to Government Code Section 54953(b).

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

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

**GENERAL PUBLIC PARTICIPATION**

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

**REGULAR MEETING AGENDA**

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a. Report on Granada Community Park and Recreation Center.	
b. Report on Planned Recreation Program Events.	
c. Report on RVs, Dumping, and Graffiti.	
d. Report on GCSD Quarterly Meeting with San Mateo RCD.	
<b>2) Consideration of Variance for APN 047-056-020, 1070 San Carlos Avenue, 4,696 Sq. Ft. Parcel in a 5,000 Sq. Ft. Zoning District, Owner: Wendy and Adam Jensen.</b>	<b>6</b>
<b>Recommendation:</b> To be made by the Board.	
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**CONSENT AGENDA**

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**COMMITTEE REPORTS**

<b>9) Report on seminars, conferences, or committee meetings.</b>	
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**INFORMATION CALENDAR**

- 10) Attorney’s Report. (Parkin)**
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- 13) Future Agenda Items.** 74

**ADJOURN REGULAR MEETING**

At the conclusion of the August 15, 2024 Regular Meeting:  
Last Ordinance adopted: No. 177  
Last Resolution adopted: No. 2024-05

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

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Parks and Recreation Updates  
Date: September 19, 2024

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**a. Report on Granada Community Park and Recreation Center** – Due to the quantity of comments received on the Mitigated Negative Declaration, Montrose Environmental informed GCSD staff on September 5, 2024 that they will need additional time to address comments and formulate responses. Montrose expects to return the MND to GCSD staff on or around September 20, 2024.

**b. Report on Planned Recreation Program Events** –

- Drawing Class starting Tuesday, September 24.
- New integrated sign ups and payment options through GCSD website.
- October 12 – Recology Recycling Day, FallFest at Quarry Park, Movie Night.
- November 3 – El Granada History Walk.

**c. Report on RVs, Dumping, and Graffiti** – Staff has been in contact with multiple San Mateo County offices including the Sheriff's Office, Office of Sustainability, and Supervisor Mueller's Office in order to address issues of illegal dumping that have come about since the long-term parking of various RV's on Obispo Road. Of particular concern were reports of sewage holding tank dumping onto GCSD owned property along Obispo. Below is a timeline of correspondence and action taken in relation dumping and vandalism on the GCP property:

- **Tuesday 8/27 - Friday 8/30** – Ongoing review of discussions on Nextdoor about dumping.
- **Wednesday 8/28** - GCSD posted 'Report It' Flyers with QR code for people to report dumping and GCSD also filed a complaint through the County website.
- **Thursday 8/29** - In correspondence with Director Dye, GCSD staff was informed that the County and Supervisor Mueller's office would be holding a meeting to address the RVs.
- **Friday 8/30** - Email from Sultan Henson with the Office of Sustainability (OOS) was received informing staff of reports received by their office of sewage dumping. Staff emailed Supervisor Mueller's office asking for an update on RV removal and also informed OOS that GCSD and SAM staff would inspect the site that afternoon. Additionally, they were informed that while we would address the clean up, it was not a solution as long as the RVs remained. After walking the area with SAM on Friday afternoon, the sections were cleaned up. GCSD also discovered a large amount of graffiti on the skate ramp on Friday afternoon.

- **Tuesday 9/3** – GCSD staff received a response from Sup. Mueller's staff asking for updates as they also received complaints over the weekend. We informed them of steps taken and asked again for updates on removal of the RVs. GCSD staff researched ways to safely remove the graffiti from the skate ramp surface and made inquiries with various graffiti removal services.
- **Tuesday 9/10** – Follow ups were sent to Supervisor Mueller's office for updates regarding the RVs. Director Dye spoke with Sheriff's Office Deputy on duty who informed her that there was a solution in progress. Miller's Pressure Washing power washed the ramp surface and one wall of the ramp. Recology was also called out to remove a large pile of junk that was dumped next to the skate ramp. Staff has reached out to Steve Hawk for help with outreach to the skate community to prevent further vandalism. Staff has also reached out to local artist Pete Collom regarding a new mural on one section of the ramp.

d. **Report on Quarterly RCD Meeting** - GCSD staff met with the San Mateo Resource Conservation District (RCD) Staff on September 3, 2024 to discuss the ongoing MOU between GCSD and RCD.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Consideration of Variance for APN 047-056-020 (Jensen)  
Date: September 19, 2024

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A Sewer Permit Variance application was submitted on August 14, 2024 by Wendy and Adam Jensen for the new construction of a 1,674 sq. ft. single-family dwelling, and a 470 sq. ft. attached ADU on a 4,696 sq. ft. parcel in the R-1/S-17 zoning district (5,000 sq. ft. minimum), located on San Carlos Avenue in El Granada. Because the parcel square footage is below 4,750 square feet this application is subject to semi-annual approval as the Board may not grant more than two such variances within a twelve-month period. The last such variance was granted on November 18, 2021.

District Counsel has reviewed the evidence submitted by the applicant and has prepared the Findings Report attached. The District Board must determine whether the evidence is sufficient to satisfy each required finding as it relates to sewer service before granting a Variance.

The following documents are attached for this Item:

- Variance Findings (prepared by Counsel)
- Completed Variance Application Form
- Site Plan
- Relevant Facts on Contiguous Properties
- Contiguous Parcel List
- Assessor's Parcel Map
- Certificate of Compliance
- "No Acceptance of Fees" Form

**FINDINGS FOR SEWER PERMIT VARIANCE**

**Jensen**

**APN: 047-056-020**

**1070 San Carlos Avenue, El Granada**

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

**INFORMATION REQUIRED:** Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date the Applicant contends the subject parcel was first legally created to the date of the application.

**FINDING:**

The current zoning for the parcel is R-1/S17/DR/CD (One Family Residential District/Combining District (Mid-Coast)/Design Review District/Coastal Development District) and the parcel is 4,696 square feet. There is one vacant parcel and two developed parcels sharing a boundary line with the subject parcel. The vacant parcel (APN 048-013-900) is owned by the Peninsula Open Space Trust. The developed parcels contain lot numbers 2 and 3 (APNs 047-056-010, 047-056-190).

Lot 2, Block 84, as shown on that certain Map entitled, "PLAT OF SUBDIVISION NO. 8 OF GRANADA, SAN MATEO COUNTY, CALIFORNIA", which map was filed in the office of the Recorder of the County of San Mateo, State of California, on June 7, 1909, in Book 6 of Maps at Page 65. This parcel was first conveyed separately from any adjacent parcels on January 22, 1913. Therefore, the parcel was legally created and this finding can be made in the affirmative.

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

**INFORMATION REQUIRED:** Same as for (1), above.

**FINDING:** Same as for (1), above. The parcel was deeded into separate ownership from adjacent parcels prior to 1945. Therefore, this finding can be made in the affirmative.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

**INFORMATION REQUIRED:** Same as for (1) above.

**FINDING:** Same as for (1) above. The subject parcel was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973. Therefore, this parcel was legally created under the Coastal Act.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

**INFORMATION REQUIRED:** A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

**FINDING:** The subject parcel is 4,696 square feet in the S-17 Zoning District. A Certificate of Compliance was issued by the County.

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

**INFORMATION REQUIRED:** Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

**FINDING:** Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 35% for structures in the S-17 district greater than 16 feet in height, plus an additional 10% of site coverage for impervious surface area less than 18" above ground level ("non-structures"). (County Zoning Regs. §§ 6300.2.4; 6300.2.5; 6300.2.7). The maximum site coverage for structures is 35%, which equals 1,643.6 square feet in this case. The maximum site coverage for impervious non-structures is 10%, which equals 469.6 square feet in this case. The proposed coverage for the structure is 1,642 square feet (35%), which is within the maximum allowable site coverage. Therefore, this finding can be made.



- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program. Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

**INFORMATION REQUIRED:** The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

**FINDING:** The property is 4,696 square feet in size (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 304 square feet i.e., 6% short of the minimum parcel size). The Board of Directors of the Granada Community Services District finds that provision of sewer service to the property which is the subject of this application will not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

**INFORMATION REQUIRED:** Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

**FINDING:** This is a Finding requiring the District Board's factual determination. The parcel is 4,696 square feet (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 304 square feet, i.e. 6% of the minimum parcel size.) This could be considered a special privilege. However, one developed parcel (047-056-190) adjacent to the parcel is 4,845 square feet in size and has a 3080 square foot home.

The District Board finds that provision of sewer service to the parcel which is the subject of this application will not constitute a special privilege not available to other property owners similarly situated.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of

one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

**INFORMATION REQUIRED:** Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

**FINDING:** There are no vacant parcels adjacent to the parcel, except for land preserved by the Peninsula Open Space Trust.

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

**INFORMATION REQUIRED:** The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

**FINDING:** No merger is possible based on the evidence submitted by the Applicant. This finding can be made in the affirmative.

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

**INFORMATION REQUIRED:** Written statement from the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

**FINDING:** The Applicant provided a written statement dated August 14, 2024. This finding can be made in the affirmative.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

**INFORMATION REQUIRED:** Confirmation to be provided by District Administrator.

**FINDING:** This parcel is 4,696 square feet in the S-17 Zoning District, which requires a parcel size measuring 5,000 square feet. This Variance Application qualifies for semi-annual consideration because it is less than 4,750 square feet. There have been no other variance applications submitted in the past six months other than this one. Therefore, the issuance of this Variance will not result in the issuance of more than one semi-annual variance.

**GRANADA COMMUNITY SERVICES DISTRICT**  
504 Avenue Alhambra, Third Floor · P.O. Box 335 · El Granada, CA 94018  
Telephone: (650) 726-7093 · Facsimile: (650) 726-7099

**VARIANCE APPLICATION**

Parcel Information: Assessor's Parcel Number: 047 / 056/ 020 Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_  
Parcel Address or Location: 1070 San Carlos Ave El Granada CA

Owner: Name(s) Wendy + Adam Jensen Phone: 801-623-9260  
Address: 107 San Carlos Ave Fax #: \_\_\_\_\_  
Half Moon Bay CA 94019 Cell #: \_\_\_\_\_

Owner's Agent: Name(s) Lisa Wellman Phone: 650-207-1566  
Address: 1045 Alameda De Las Pulgas Ste C Fax #: \_\_\_\_\_  
Belmont CA 94002 Cell #: \_\_\_\_\_

Contractor: Name(s) \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Parcel Sq. Footage.: 4696 Zoning District: R1/S-17/DR/CD Structure(s) Sq. Footage: 2579  
(Total)  
Type of development (Check one): Single Family Dwelling:  Multiple Unit/Apartments: \_\_\_\_\_  
Mixed Use (Commercial Use Structure with a Living Unit): \_\_\_\_\_  
Are there any trees on the parcel (Yes/No)?: no If yes, how many?: \_\_\_\_\_ # to be Removed: \_\_\_\_\_  
Additional Comments: \_\_\_\_\_

For Single Family Dwellings Only:

Dwelling Sq. Ft.: 2144 Garage: 435 No. of Bedrooms: 4 No. of Baths: 3

For Mixed Use Only:

Check or Enter No.: Warehouse(s): \_\_\_\_\_ No. of Offices: \_\_\_\_\_ Square footage of Living Unit: \_\_\_\_\_

Applicants Signature: Wendy Jensen Date: 14/08/24  
Wendy Jensen (Aug 14, 2024 11:18 PDT)  
Printed Name: Wendy Jensen Address: \_\_\_\_\_

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

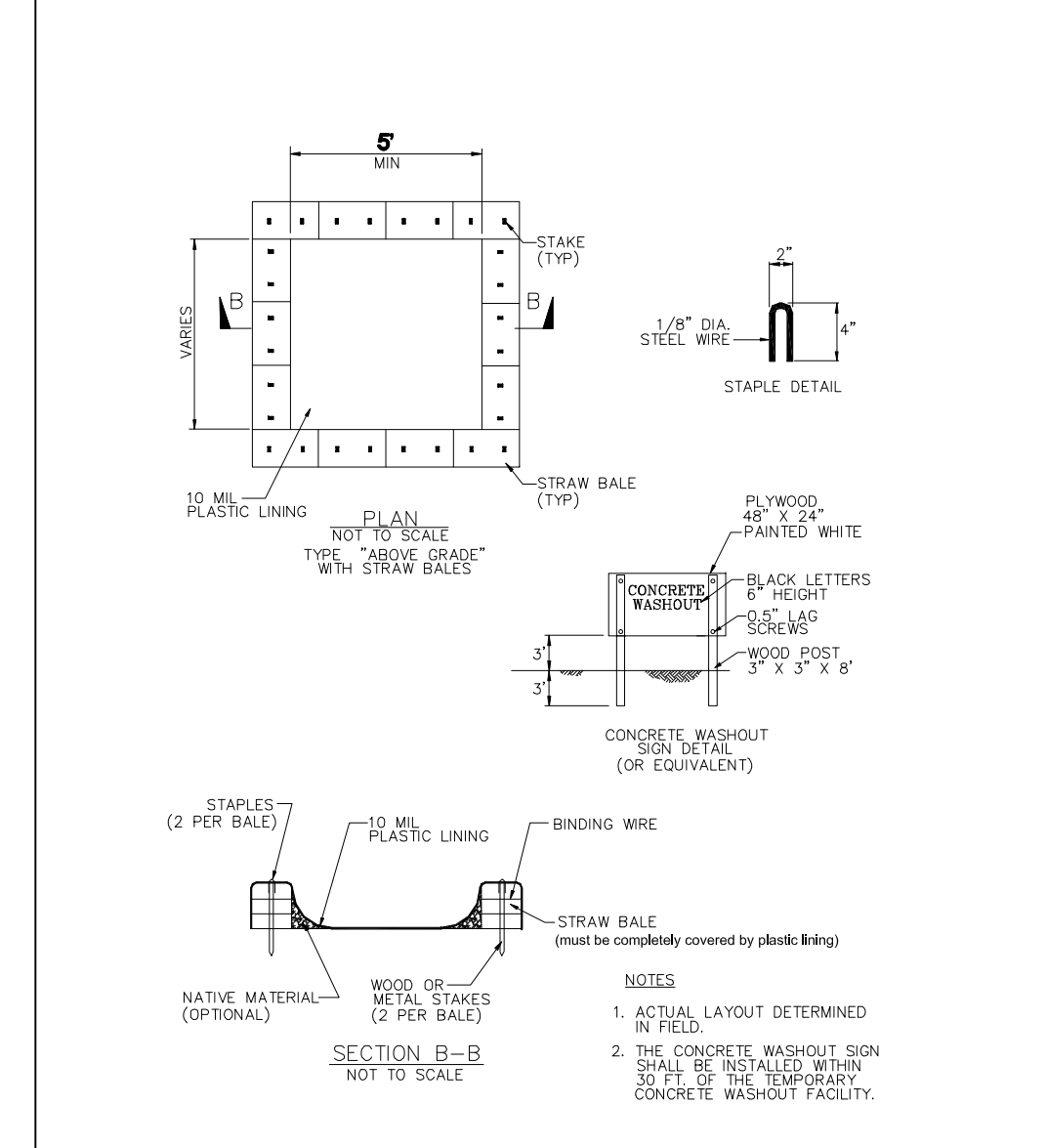
Attachments Provided:			DATE RECEIVED: _____	
<input checked="" type="checkbox"/> Grant Deed	<input checked="" type="checkbox"/> Sq. Ft. Verified	<input checked="" type="checkbox"/> Contig Owner Info	<input type="checkbox"/> Agent Form	
<input checked="" type="checkbox"/> Chain of Title	<input checked="" type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acpte Stmt	<input type="checkbox"/> Other: _____	
<input checked="" type="checkbox"/> Building Plans	<input type="checkbox"/> Contig Fair Mkt Doc	<input type="checkbox"/> Merger Docs	Complete?: <input checked="" type="checkbox"/> NO	
No. of NCA's: <u>1</u>		No. Needed: <u>1</u>		NCA Pur App Needed?: YES NO Application Fee: \$ <u>758.00</u>



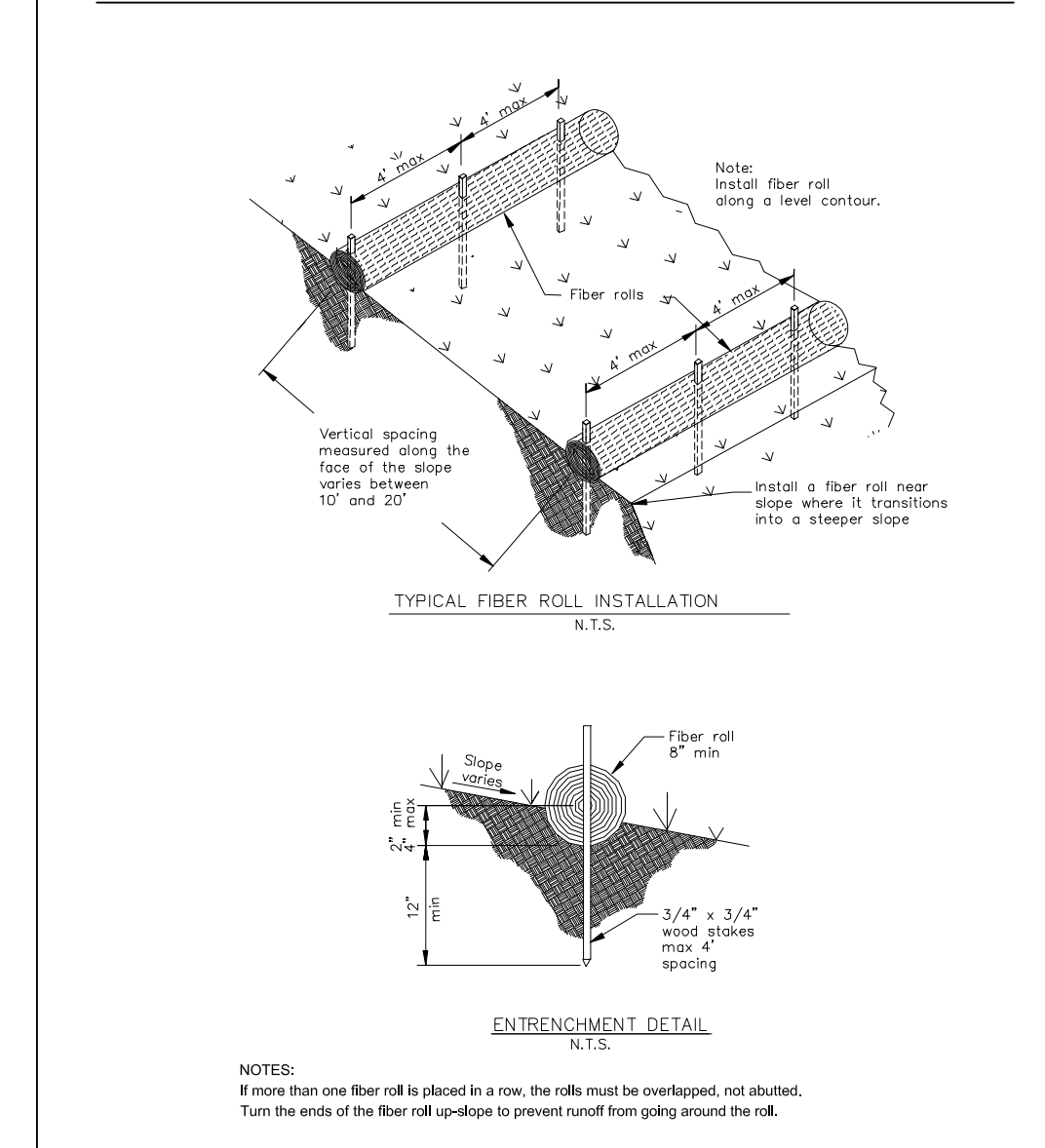
**GENERAL EROSION AND SEDIMENT CONTROL NOTES**

- FIBER ROLL  
INSTALL AT LOCATIONS SHOWN.  
AFIX AS SHOWN IN DETAIL SE-5
- There will be no stockpiling of soil. All excavated soil will be hauled off-site as it is excavated.
- Perform clearing and earth-moving activities only during dry weather. Measures to ensure adequate erosion and sediment control shall be installed prior to earth-moving activities and construction.
- Erosion control materials to be on-site during off-season.
- Measures to ensure adequate erosion and sediment control are required year-round. Stabilize all denuded areas and maintain erosion control measures continuously between October 1 and April 30.
- Store, handle, and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
- Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges to storm drains and watercourses.
- Avoid cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
- Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
- Limit construction access routes to stabilized, designated access points
- Avoid tracking dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
- Train and provide instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
- Placement of erosion materials is required on weekends and during rain events.
- The areas delineated on the plans for parking, grubbing, storage etc., shall not be enlarged or "run over."
- Dust control is required year-round.
- Erosion control materials shall be stored on-site.
- There are no trees or driplines on the site.

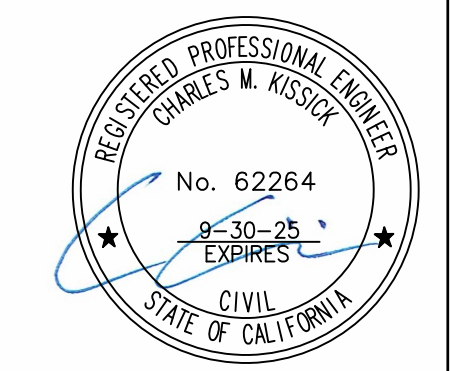
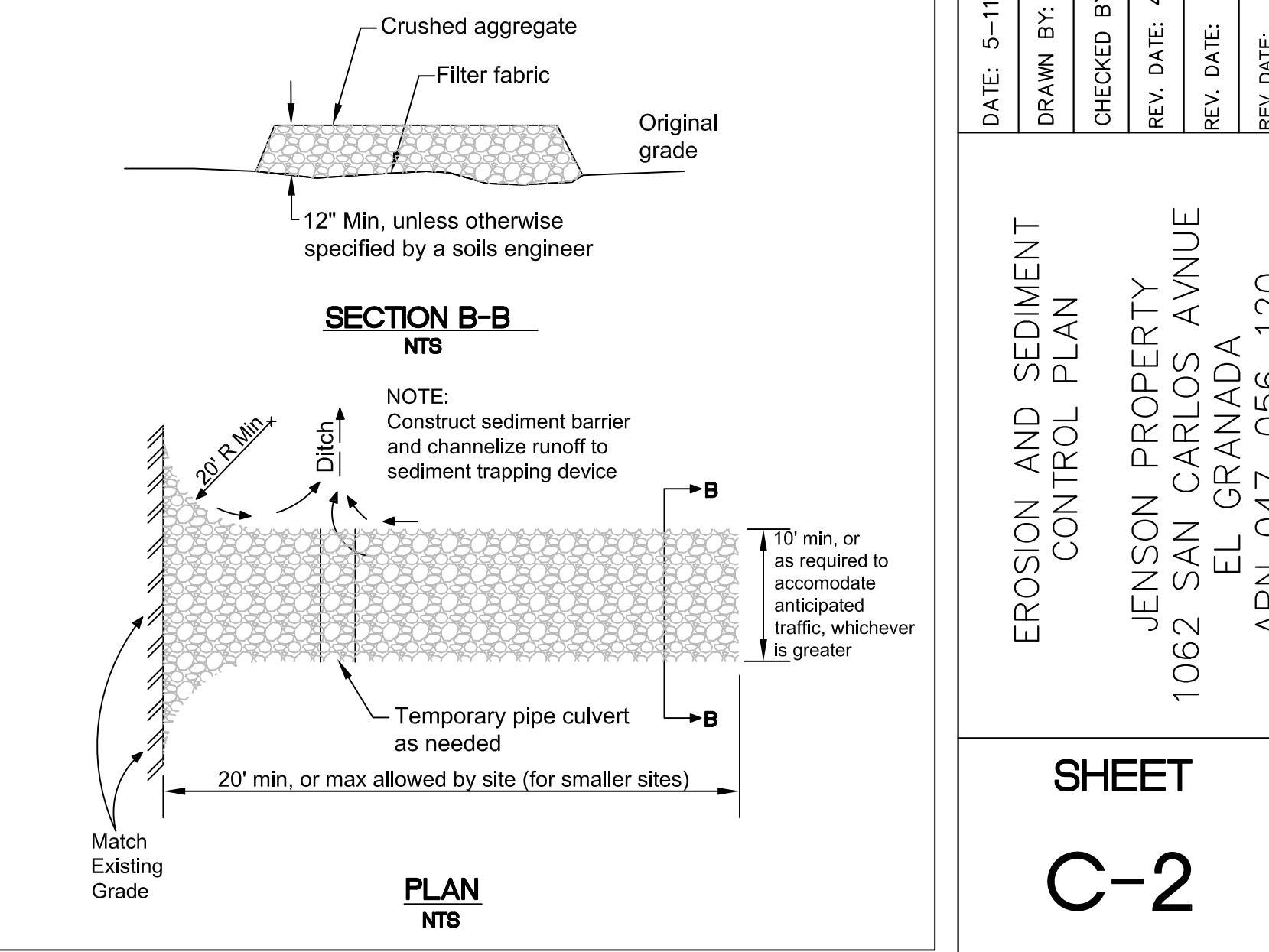
**CONCRETE WASTE MANAGEMENT WM-8**



**FIBER ROLLS SE-5**



**STABILIZED CONSTRUCTION ENTRANCE/EXIT TC-1**



**EROSION CONTROL POINT OF CONTACT**  
 THIS PERSON WILL BE RESPONSIBLE FOR EROSION CONTROL AT THE SITE AND WILL BE THE COUNTY'S MAIN POINT OF CONTACT IF CORRECTIONS ARE REQUIRED.  
 NAME: WENDY JENSEN  
 TITLE/QUALIFICATION: OWNER  
 PHONE: 801-623-9260  
 PHONE:  
 E-MAIL: WENDYLJENSEN@GMAIL.COM

**Sigma Prime Geosciences, Inc.**  
 SIGMA PRIME GEOSCIENCES, INC.  
 372 PRINCETON AVENUE  
 HALF MOON BAY, CA 94019  
 (650) 728-3880  
 FAX 728-3883

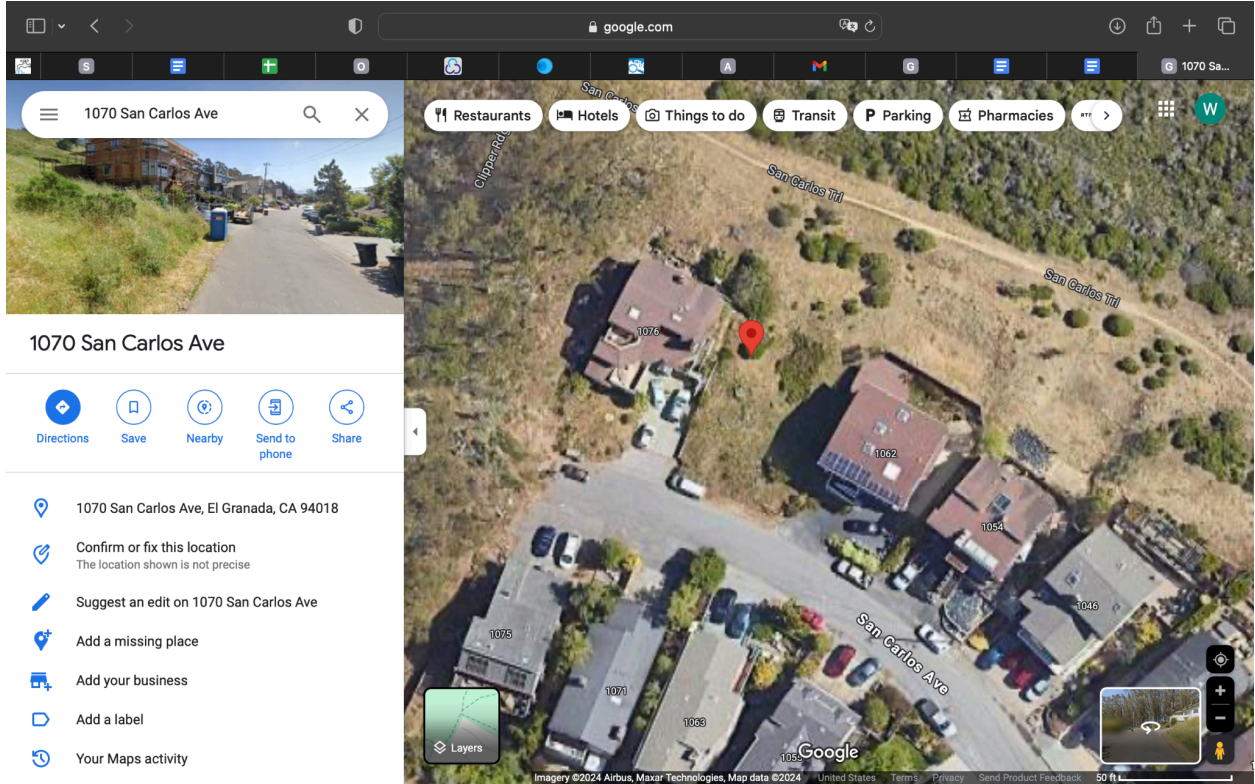
DATE: 5-11-22  
 DRAWN BY: CMK  
 CHECKED BY: AZG  
 REV. DATE: 4-29-24  
 REV. DATE:  
 REV. DATE:

EROSION AND SEDIMENT CONTROL PLAN  
 JENSON PROPERTY  
 1062 SAN CARLOS AVENUE  
 EL GRANADA  
 APN 047-056-120

SHEET  
**C-2**

# Relevant Facts on Contiguous Properties for 1070 San Carlos Ave El Granada CA 94018

1070 San Carlos Ave is the last infill lot in an established neighborhood.



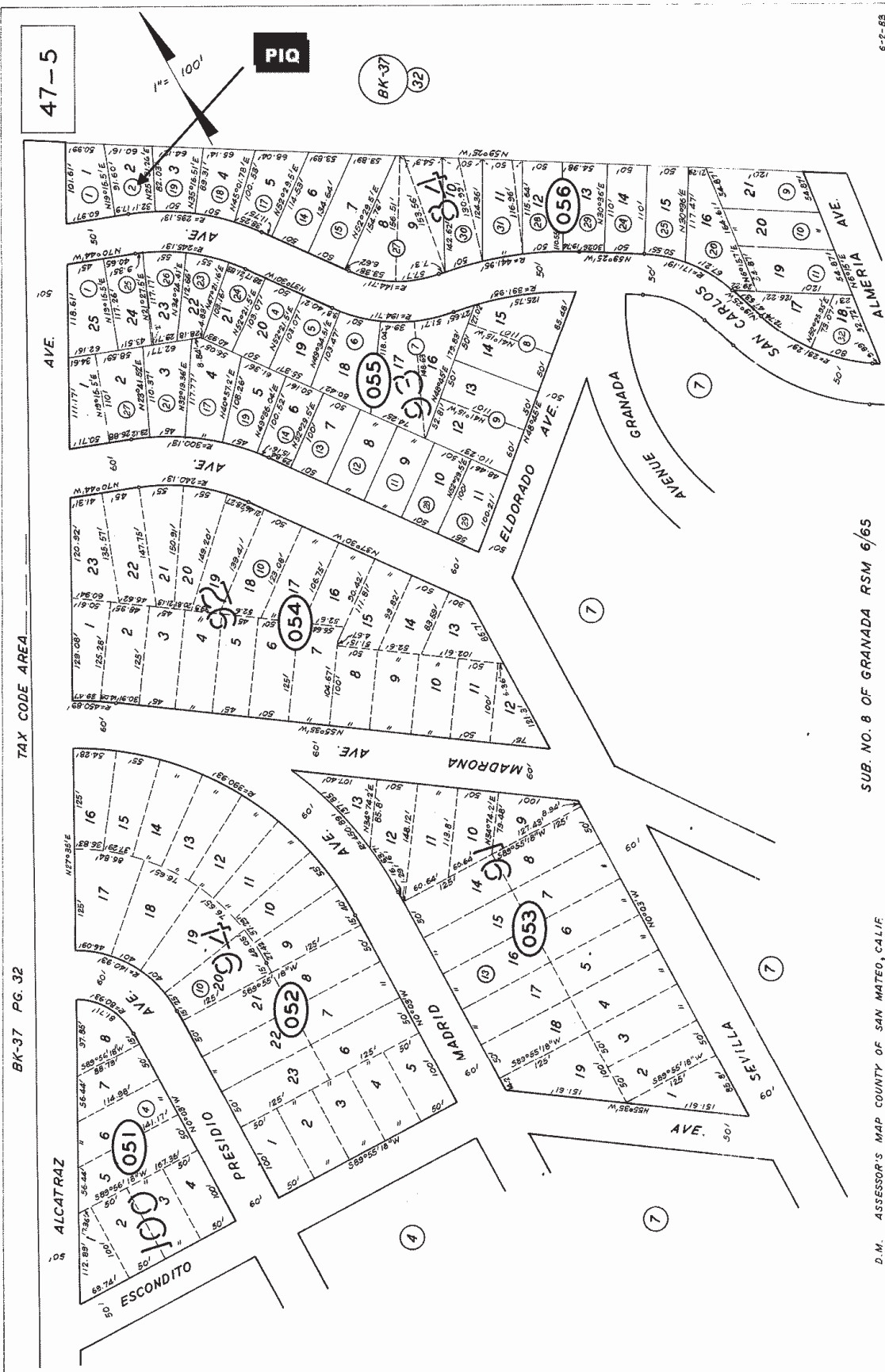
Application for Variance at:

1070 San Carlos Ave  
El Granada CA 94018  
APN: 047-056-020

Contiguous Parcels:


1076 San Carlos Ave, El Granada CA 94018  
Owner: Sonny and Emily Day  
APN: 047-056-010  
Setback:  
Parcel Size: 5376 Sq feet (.1234 acre per tax records)  
Home Size: 2320 sq feet

1062 San Carlos Ave, El Granada CA 94018  
Owner: Marc Owen Roth  
APN: 047-056-190  
Setback:  
Parcel Size: 4845 Sq feet (.1112 acre per tax records)  
Home Size: 3080 sq feet



This map/plat is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



<p>Recorded at the Request of, and When Recorded Return to: Sonal Aggarwal, Project Planner Planning and Building Department 455 County Center, 2nd Floor Mail Drop PLN122 Redwood City, CA 94063</p>	<p>For Clerk Use Only</p> <p><b>2022-029126 CONF</b> 11:07 am 04/05/22 CC Fee: 26.00 Count of pages 4 Recorded in Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder</p>  <p>* \$ R 0 0 0 3 2 3 4 6 3 2 \$ *</p>
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County of San Mateo  
Planning and Building Department

**CERTIFICATE OF COMPLIANCE**

Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN 2022-00026

The County of San Mateo has received a request from Lisa Wellman, 727 Industrial Road, Suite 100, San Carlos, California 94070, to determine if the real property owned by Wendy L. Jensen and Adam D. Jenson, 121 Bridgeport Drive, Half Moon Bay, California 94019, identified as Lot 2 in Block 84, as shown on that certain map entitled "Plat of Subdivision No. 8 of Granada, San Mateo County, California" filed in the Office of the County Recorder of San Mateo County, June 7, 1909 in Book 6 of Maps, Pages 64 and 65, and further described below, complies with the provisions of the California Subdivision Map Act and the San Mateo County Subdivision Regulations.

Property Description

APN: 047-056-020

All that certain real property located in the unincorporated area of San Mateo County, State of California, and being more particularly described as follows:

Lot 2, Block 84, as shown on the map entitled "Plat of Subdivision No. 8 of Granada, San Mateo County, California" filed in the Office of the County Recorder of San Mateo County, June 7, 1909 in Book 6 of Maps, Pages 64 and 65.

A plat showing the above described parcel is attached hereto and made a part of this Certificate of Compliance.

The subject parcel was conveyed separately from surrounding parcels for the first time on November 29, 1943 prior to July 20, 1945, the effective date of the County's first

**Certificate of Compliance**

APN: 047-056-020

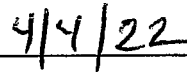
Page 2

Subdivision Regulations. Thus, the parcel meets the requirements established to confirm legalization as a "Certificate of Compliance Type A"

**NOTICE:** This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use of, the property described herein is subject to the San Mateo County General Plan, Zoning Regulations, building regulations, and other County regulations affecting use and development of the property. Further, this Certificate of Compliance shall in no way affect the requirements of any other federal, State or local agency that regulates development or use of real property.



\_\_\_\_\_  
Lisa Aozasa  
Deputy Director  
Planning and Building Department  
County of San Mateo



\_\_\_\_\_  
Date

LAA:SAG:cmc – SAGGG0083\_WCN.DOCX

Exhibit: Parcel Boundary Map

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of San Mateo )

On April 4<sup>th</sup>, 2022, before me, Janneth Lujan, a Notary Public, personally appeared LISA AOZASA, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Janneth Lujan

Granada Community Services District

PROPERTY OWNER STATEMENT  
"NO ACCEPTANCE OF FEES"

I / we \_\_\_\_\_ have submitted a sewer permit Variance Application to the District regarding the Property described as \_\_\_\_\_, (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_, and hereby voluntarily make the following declaration in order to comply with District Ordinance Code section 603c.2(k):

I / we will not agree to the removal of any Granada Sewer Bond assessment levy and the refund of fees, charges and prior paid assessments in exchange for an agreement not to ever develop the property and not to ever generate wastewater or garbage from the property.

Current Property Owner(s):

Signature:

Date:

X \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

(NAME PRINTED)

Signature:

Date:

X \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

(NAME PRINTED)



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Consideration of Variance for APN 048-022-370 (Taffera)  
Date: September 19, 2024

---

A Sewer Permit Variance application was submitted on August 5, 2024 by Anthony Taffera for the new construction of a 2,219 sq. ft. single-family dwelling on a 8,800 sq. ft. parcel in the R-1/S-94 zoning district (10,000 sq. ft. minimum), located on Magellan Avenue in El Granada.

District Counsel has reviewed the evidence submitted by the applicant and has prepared the Findings Report attached. The District Board must determine whether the evidence is sufficient to satisfy each required finding as it relates to sewer service before granting a Variance.

The following documents are attached for this Item:

- Variance Findings (prepared by Counsel)
- Completed Variance Application Form
- Site Plan
- Owner's Statement of Facts
- Relevant Facts on Contiguous Parcels
- Certificate of Compliance
- Notice of Merger
- "No Acceptance of Fees" Form
- Assessor's Parcel Map

**FINDINGS FOR SEWER PERMIT VARIANCE**

**Taffera**

**APN: 048-022-370**

**Magellan Avenue, El Granada**

- (1) **REQUIRED FINDING:** Where the property is shown on a map first recorded prior to August 14, 1929 and has not been approved after March 4, 1972 by a recorded final subdivision map, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

**INFORMATION REQUIRED:** Chain of Title from a Title Insurance Company for all transactions claimed to constitute sale, lease or financing of the parcel which is the subject of the variance application and each vacant parcel sharing a boundary line with the subject parcel, from the date the Applicant contends the subject parcel was first legally created to the date of the application.

**FINDING:**

The current zoning for the parcel is S-94 (Residential Density District 94 (Mid-Coast) and the parcel is 8,800 square feet. There is one vacant parcel sharing a boundary line with the subject parcel. The vacant parcel (APN 048-022-030) is owned by the Carey Family. The lot is not available for sale.

Lots 28 and 29, block 4, are designated on the Map entitled "Shore Acres, Half Moon Bay, California, first Addition to the City of Balboa," filed in the Office of the County Recorder of San Mateo County, State of California on December 18, 1905 in Volume "B" of maps at page 12 and copied into Book 3 of Maps at page 95. Lot 28 was first conveyed separately from any adjacent parcels on May 20, 1907, and lot 29 was first conveyed separately from any adjacent parcels on May 21, 1919. These parcels were merged on October 4, 2000. Therefore, the parcel was legally created and this finding can be made in the affirmative.

- (2) **REQUIRED FINDING:** Where the property is not shown on any recorded map but is shown on a deed into separate ownership recorded prior to July 20, 1945, it has been lawfully created for land use purposes by having been the subject of a legal conveyance into ownership separate from all contiguous parcels. Where a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a chain of title shall not be required to establish a basis for this finding unless determined to be necessary by the District Board.

**INFORMATION REQUIRED:** Same as for (1), above.

**FINDING:** Same as for (1), above. The parcel was deeded into separate ownership from adjacent parcels prior to 1945 and the parcel is 8,800 square feet. Therefore, this finding can be made in the affirmative.

- (3) **REQUIRED FINDING:** Where the property is in the Coastal Zone, it has not been conveyed into ownership separate from all contiguous parcels for the first time after the February 1, 1973 effective date of vested rights under the California Coastal Act without a Coastal Development Permit approving a land division for the creation of such parcel.

**INFORMATION REQUIRED:** Same as for (1) above.

**FINDING:** Same as for (1) above. The subject parcel was conveyed into separate ownership from all contiguous parcels prior to February 1, 1973. Therefore, this parcel was legally created under the Coastal Act.

- (4) **REQUIRED FINDING:** Unless a parcel is 4,750 square feet or greater in the S-17 or S-3 Zoning Districts, or 8,800 square feet or greater in the S-94 Zoning District, a Certificate of Compliance or Conditional Certificate of Compliance has been issued for the property, and if the property is in the Coastal Zone, a Coastal Development Permit process was conducted for the issuance of such Certificate, if required by law or regulation.

**INFORMATION REQUIRED:** A Certificate of Compliance (conditional or unconditional) and a Coastal Development Permit if the subject parcel is in the Coastal Zone (or equivalent proof of parcel legality satisfactory to the District Board of Directors).

**FINDING:** The subject parcel is 8,800 square feet in the S-94 Zoning District. A Certificate of Compliance was also issued by the County.

- (5) **REQUIRED FINDING:** There are no features of the property or the development proposed thereon which have the potential to have a greater than usual contribution to wet weather sewage overflow.

**INFORMATION REQUIRED:** Site Plan, Topographic Map and Building Permit plans for the subject parcel including calculations by the drafter of the plans showing the percentage of the subject parcel covered with impervious surfaces.

**FINDING:** Pursuant to County of San Mateo Zoning Regulations for Site Coverage, the maximum parcel coverage is 30% for structures in the S-94 district, plus an additional 10% of site coverage for impervious surface area less than 18" above ground level ("non-structures"). (County Zoning Regs §§ 6300.9.11.50 and 6300.9.11.70). The proposed parcel coverage for the structure is 2,636 square feet (30%) and the development proposed complies with the site coverage for structures. The maximum site coverage for impervious non-structures is 10%, which equals 880 square feet in this case. The proposed coverage of impervious surfaces is 669 square feet (8%). Therefore, this finding can be made.

- (6) **REQUIRED FINDING:** Provision of sewer service to the parcel which is the subject of the application would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program. Where the size of the subject parcel is less than 60% of minimum parcel size, the District can only make the finding that provision of sewer service would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program by placing a condition upon a recorded Sewer Permit that limits the number of bedrooms that the Sewer Permit will serve to two bedrooms.

**INFORMATION REQUIRED:** The District already has or can obtain this information in the form of documentation showing the number of parcels in the District which have merged or which had their development rights transferred or otherwise eliminated since the completion of the Parcel Inventory and Development Potential Assessment for the Granada Sanitary District (prepared by J. Laurence Mintier & Associates in association with Kennedy/Jenks Consultants (District Engineer)). The District will apply the information to the application before it.

**FINDING:** The minimum parcel size in the S-94 parcel is 10,000 square feet. The subject parcel is 8,800 square feet in size, which is 88% of the minimum parcel size. The District Board finds that provision of sewer service to the subject parcel would not significantly adversely affect the ability of the District to serve a conforming parcel in view of the applicable buildout limits in the County of San Mateo Local Coastal Program because the proposed residence is on a parcel over 60% of the minimum parcel size.

- (7) **REQUIRED FINDING:** Granting of the variance would not constitute a special privilege not available to other property owners similarly situated.

**INFORMATION REQUIRED:** Written statement of relevant facts from Applicant comparing contiguous or nearby properties.

**FINDING:** This is a Finding requiring the District Board's factual determination. The parcel is 8,800 square feet (short of the 10,000 square foot minimum zoning requirement used for buildout calculations by 1,200 square feet, *i.e.* 88% of the minimum parcel size.) This could be considered a special privilege. However, many contiguous parcels are 4400 square feet, and one is 8,800 square feet

The District Board finds that provision of sewer service to the parcel which is the subject of this application will not constitute a special privilege not available to other property owners similarly situated.

- (8) **REQUIRED FINDING:** The property owner has demonstrated by a preponderance of the evidence presented to the District Board that the parcel cannot be rendered conforming (without rendering any contiguous parcel nonconforming) by acquisition of



one or more contiguous parcels by payment of fair market value for such contiguous parcel(s).

**INFORMATION REQUIRED:** Parcel size and setback for each contiguous parcel sharing a boundary line with the subject parcel and name and address of owner(s) of each such contiguous parcel together with documentation showing that each such owner has been offered fair market value for a portion of such contiguous property such that the subject parcel would be rendered conforming. The fair market value offer is not required if contiguous property is not vacant or, if developed, does not exceed minimum parcel size under the zoning ordinance.

**FINDING:** Applicant has provided information demonstrating why the parcels cannot be rendered conforming by acquisition of one or more contiguous parcels. There is one vacant parcel sharing a boundary line with the subject parcel. The vacant parcel (APN 048-022-030) is owned by the Carey Family. Based on inquiries from the applicant, the lot is not available for sale. Furthermore, the parcel is the result of a prior merger of lots 28 and 29.

The District Board finds that the property owner has demonstrated by a preponderance of the evidence that the parcel cannot be rendered conforming through purchase of adjacent vacant parcels.

- (9) **REQUIRED FINDING:** The component lots comprising the property do not qualify for merger or will be merged or rendered undevelopable as a condition of the issuance of the variance.

**INFORMATION REQUIRED:** The District already has the needed information in the form of documentation showing the standards for merger in effect in the County of San Mateo at the time the variance application is considered by the District Board.

**FINDING:** No merger is possible based on the evidence submitted by the Applicant. This finding can be made in the affirmative. The parcel was previously merged.

- (10) **REQUIRED FINDING:** The current property owner will not voluntarily accept a refund of fees, charges and/or assessments paid in exchange for agreement that the parcel will not ever be used to generate wastewater or garbage and there is no adopted District policy to unilaterally implement such a refund.

**INFORMATION REQUIRED:** Written statement from the Applicant of intent to develop. There is currently no District policy for unilateral implementation of such a refund.

**FINDING:** The Applicant provided a written statement dated August 5, 2024. This finding can be made in the affirmative.

- (11) **REQUIRED FINDING:** For parcels which are less than 4,750 square feet in the S-17 or S-3 Zoning Districts, and for parcels which are less than 8,800 square feet in size in the S-94 Zoning District, the variance application was considered at a semi-annual meeting of the District Board held to consider and grant a total of no more than one semi-annual variance from among such variance applications submitted during the preceding six months based on the comparative merits of such application.

**INFORMATION REQUIRED:** Confirmation to be provided by District Administrator.

**FINDING:** This parcel is 8,800 square feet in the S-94 Zoning District, which requires a parcel size measuring 10,000 square feet. Therefore, this required finding is not applicable.

**GRANADA COMMUNITY SERVICES DISTRICT**

504 Avenue Alhambra, Third Floor • P.O. Box 335 • El Granada, CA 94018

Telephone: (650) 726-7093 • Facsimile: (650) 726-7099

**VARIANCE APPLICATION**Parcel Information: Assessor's Parcel Number: 048/022/370 Lot(s): 28/29 Block: 4Parcel Address or Location: Magellan Ave., El GranadaOwner: Name(s) Taffera Family Trust Phone: 559-903-8902  
Address: 1369 E. Waldon Way Fax #: 559-434-0615  
Fresno, Ca. 93730 Cell #: 559-903-8902Owner's Agent: Name(s) None Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell #: \_\_\_\_\_Contractor: Name(s) Pacific Image Builders, Inc Phone: 559-903-8902  
Address: 1369 E. Waldon Way Fax #: 559-434-0615  
Fresno, Ca. 93730 Cell #: 559-903-8902Parcel Sq. Footage.: 8,800 Zoning District: S-94 Structure(s) Sq. Footage: 2636  
(Total)Type of development (Check one): Single Family Dwelling: yes Multiple Unit/Apartments: \_\_\_\_\_

Mixed Use (Commercial Use Structure with a Living Unit): \_\_\_\_\_

Are there any trees on the parcel (Yes/No)?: NO If yes, how many?: \_\_\_\_\_ # to be Removed: \_\_\_\_\_Additional Comments: NoneFor Single Family Dwellings Only:Dwelling Sq. Ft.: 2,219 Garage: 417 No. of Bedrooms: 4 No. of Baths: 2.5For Mixed Use Only:

Check or Enter No.: Warehouse(s): \_\_\_\_\_ No. of Offices: \_\_\_\_\_ Square footage of Living Unit: \_\_\_\_\_

Applicants Signature: [Signature] Date: 8/5/2024Printed Name: ANTHONY TAFFERA Address: 1369 E WALDON WAY  
FRESNO, CA. 93730**FOR DISTRICT USE ONLY (Please do not write below this line)**

Attachments Provided:

DATE RECEIVED: \_\_\_\_\_

<input checked="" type="checkbox"/> Grant Deed	<input checked="" type="checkbox"/> Sq. Ft. Verified	<input checked="" type="checkbox"/> Contig Owner Info	<input type="checkbox"/> Agent Form
<input checked="" type="checkbox"/> Chain of Title	<input checked="" type="checkbox"/> Contig Vac Parcel Setbk	<input checked="" type="checkbox"/> No Acptc Stmt	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Building Plans	<input checked="" type="checkbox"/> Contig Fair Mkt Doc	<input checked="" type="checkbox"/> Merger Docs	Complete?: <input checked="" type="radio"/> YES <input type="radio"/> NO

No. of NCA's: 1 No. Needed: 1 NCA Pur App Needed?: YES  NO Application Fee: \$ 700.00

### STRUCTURAL SPECIFICATIONS:

THIS PROJECT SHALL COMPLY WITH THE FOLLOWING CODES

CBC -	2022 CALIFORNIA BUILDING CODE
CR-2	2022 CALIFORNIA RESIDENTIAL CODE
CEC -	2022 CALIFORNIA ELECTRIC CODE
CMC -	2022 CALIFORNIA MECHANICAL CODE
CPC	2022 CALIFORNIA PLUMBING CODE
CENC-	2022 CALIFORNIA ENERGY (EFFICIENCY) CODE
CHBC-	2022 CALIFORNIA HISTORICAL BUILDING CODE
CFC -	2022 CALIFORNIA FIRE CODE
CEBC-	2022 CALIFORNIA EXISTING BUILDING CODE
CGBC-	2022 CALIFORNIA GREEN BUILDING CODE

ALL AMENDMENTS TO THE CA CODES ADOPTED BY THE COUNTY OF SAN MATEO, AND ALL OTHER CODES, REGULATIONS, AND APPROVALS ESTABLISHED BY THE COUNTY OF SAN MATEO

### PROPERTY INFORMATION

ASSESSOR PARCEL NUMBER: 048-022-370  
PROPERTY ADDRESS: Magellan, EL GRANADA, CA 94018

OCCUPANCY:	R-1	DESCRIPTION OF USE	S.F.D.
ZONING CODE:	S94-DR/CD	FIRE SPRINKLERS	YES
TYPE OF CONSTRUCTION:	V-B	FIRE SPRINKLERS	YES
STORIES:	1	MAX HEIGHT	16'-0"

LOT SIZE (SQFT)	8,800	ACREAGE	0.20
TOTAL LIVING AREA (SQFT)	2,219	TWO CAR GARAGE	417
COVERED ENTRY PORCH	18	NUMBER OF BEDROOMS	4
FULL BATHS	2		
HALF BATHS	1		

### SCOPE OF WORK

CONSTRUCT NEW ONE STORY WOOD FRAME SINGLE FAMILY RESIDENCE AND TWO CAR GARAGE

MAXIMUM LOT COVERAGE - 30%	8,800 SQFT
ACTUAL LOT SIZE -	2,640 SQFT
MAXIMUM ALLOWED LOT COVERAGE -	2,640 SQFT
1ST FLOOR LIVING GARAGE	2,219 SQFT
TOTAL	417 SQFT
PROPOSED LOT COVERAGE	2,636 SQFT

WE DO NOT EXCEED MAXIMUM LOT COVERAGE ALLOWABLE

MAXIMUM FLOOR AREA ALLOWED -	48%
ACTUAL LOT SIZE -	8,800 SQFT
MAXIMUM FLOOR AREA-	4,224 SQFT
1ST FLOOR LIVING GARAGE	2,219 SQFT
TOTAL	417 SQFT

WE DO NOT EXCEED MAXIMUM FLOOR AREA ALLOWABLE

LANDSCAPE TO LOT SIZE RATIO: 0.53 :1  
100% OF PLANTS ON LIST REQUIRE LOW WATER

LOT SIZE:	8,800 SQFT	
BUILDING FOOT PRINT (S)	2,638 SQFT	30.0%
IMPERMEABLE SURFACES(CONCRETE)	669 SQFT	7.6%
PERMEABLE (PAVERS)	849 SQFT	9.6%
LANDSCAPING (NON TURF)	4,754 SQFT	52.8%
LANDSCAPING - (TURF)	0 SQFT	0.0%
TOTAL	8,800 SQFT	100.00%

TOTAL IRRIGATED LANDSCAPE	1,855 SQFT
TOTAL NON IRRIGATED LANDSCAPED	2,899 SQFT

### Architectural Designer

WEST COAST DESIGN BUILD  
1500 MARINER DRIVE SUITE B  
OXNARD CA, 93036  
(805) 436-6918

### Soils Engineer

SIGMA PRIME GEOSCIENCES, INC  
332 PRINCETON AVENUE  
HALF MOON BAY, CALIFORNIA 94019  
(650) 728-3590

### FIRE SPRINKLERS

AEGIS FIRE SYSTEMS INC  
500 BOULDER COURT STE - A  
PLEASANTON CA, 94566  
(925) 417-5550

### NOTES:

- NEW RESIDENTIAL BUILDINGS SHALL HAVE INTERNALLY ILLUMINATED ADDRESS NUMBERS CONTRASTING WITH THE BACKGROUND SO AS TO BE SEEN FROM THE PUBLIC WAY FRONTING THE BUILDING. RESIDENTIAL ADDRESS NUMBERS SHALL BE AT LEAST SIX FEET ABOVE THE FINISHED SURFACE OF THE DRIVEWAY, WHERE BUILDINGS ARE LOCATED REMOTELY TO THE PUBLIC ROADWAY. ADDITIONAL SIGNAGE AT THE DRIVEWAY/ROADWAY ENTRANCE LEADING TO THE BUILDING AND/OR ON EACH INDIVIDUAL BUILDING SHALL BE REQUIRED BY THE COASTSIDE FIRE DISTRICT. THIS REMOTE SIGNAGE SHALL CONSIST OF A 6 INCH BY 18 INCH GREEN REFLECTIVE METAL SIGN WITH 3 INCH REFLECTIVE NUMBERS/LETTERS SIMILAR TO HY-KO 911 OR EQUIVALENT.
- FIRE SPRINKLERS ARE TO BE SEPARATE SUBMITTAL TO THE COASTSIDE FIRE PROTECTION DISTRICT PROVIDE AUTOMATIC FIRE EXTINGUISHING SYSTEM THROUGHOUT THE NEW RESIDENCE UNDER SEPARATE SUBMITTAL AND PERMIT
- FIRE PROTECTION - UNDERGROUND FLUSH IS REQUIRED FOR THIS PROJECT. MUST BE WITNESSED BY FIRE DEPARTMENT.
- A FUEL BREAK OR DEFENSIBLE SPACE IS REQUIRED AROUND THE PERIMETER OF ALL STRUCTURES. EXISTING AND NEW, TO A DISTANCE OF NOT LESS THAN 30 FEET AND MAY BE REQUIRED TO A DISTANCE OF 100 FEET OR TO THE PROPERTY LINE. THIS IS NEITHER A REQUIREMENT NOR AN AUTHORIZATION FOR THE REMOVAL OF LIVING TREES. TREES LOCATED WITHIN THE DEFENSIBLE SPACE SHALL BE PRUNED TO REMOVE DEAD AND DYING PORTIONS, AND LIMBED UP 6 FEET ABOVE THE GROUND. NEW TREES PLANTED IN THE DEFENSIBLE SPACE SHALL BE LOCATED NO CLOSER THAN 10' TO ADJACENT TREES WHEN FULLY GROWN OR AT MATURITY REMOVE THAT PORTION OF ANY EXISTING TREES, WHICH EXTENDS WITHIN 10 FEET OF THE OUTLET OF A CHIMNEY OR STOVEPIPE OR IS WITHIN 5' OF ANY STRUCTURE. REMOVE THAT PORTION OF ANY EXISTING TREES, WHICH EXTENDS WITHIN 10 FEET OF THE OUTLET OF A CHIMNEY OR STOVEPIPE OR IS WITHIN 5' OF ANY STRUCTURE. MAINTAIN ANY TREE ADJACENT TO OR OVERHANGING A BUILDING FREE OF DEAD OR DYING WOOD.
- HERS VERIFICATION IS REQUIRED FOR HVAC DUCT, FURNACE AND IAQ WHOLE HOUSE FAN
- THE INSTALLATION OF AN APPROVED SPARK ARRESTER IS REQUIRED ON ALL CHIMNEYS, EXISTING AND NEW. SPARK ARRESTERS SHALL BE CONSTRUCTED OF WOVEN OR WELDED WIRE SCREENING OF 12-GAUGE USA STANDARD WIRE HAVING OPENINGS NOT EXCEEDING 1/2"
- A FUEL BREAK OR DEFENSIBLE SPACE IS REQUIRED AROUND THE PERIMETER OF ALL STRUCTURES. EXISTING AND NEW, TO A DISTANCE OF NOT LESS THAN 30 FEET AND MAY BE REQUIRED TO A DISTANCE OF 100 FEET OR TO THE PROPERTY LINE. THIS IS NEITHER A REQUIREMENT NOR AN AUTHORIZATION FOR THE REMOVAL OF LIVING TREES. ADD THE FOLLOWING NOTE TO THE PLANS: TREES LOCATED WITHIN THE DEFENSIBLE SPACE SHALL BE PRUNED TO REMOVE DEAD AND DYING PORTIONS, AND LIMBED UP 6 FEET ABOVE THE GROUND. NEW TREES PLANTED IN THE DEFENSIBLE SPACE SHALL BE LOCATED NO CLOSER THAN 10' TO ADJACENT TREES WHEN FULLY GROWN OR AT MATURITY.
- REMOVE THAT PORTION OF ANY EXISTING TREES, WHICH EXTENDS WITHIN 10 FEET OF THE OUTLET OF A CHIMNEY OR STOVEPIPE OR IS WITHIN 5' OF ANY STRUCTURE. MAINTAIN ANY TREE ADJACENT TO OR OVERHANGING A BUILDING FREE OF DEAD OR DYING WOOD.
- UNDERGROUND ELECTRICAL SERVICE SHALL BE PROVIDED IN ALL NEW CONSTRUCTION, ADDITIONS OF MORE THAN 25% OF THE EXISTING FLOOR AREA, AND REMODELS WHERE THE ESTIMATED COST OF CONSTRUCTION IS 50% OR MORE OF THE ASSESSED VALUATION OF THE BUILDING. UNDERGROUND SERVICE SHALL BE INSTALLED IN ACCORDANCE WITH THE MOST RECENT EDITION OF THE PACIFIC GAS AND ELECTRIC COMPANY ELECTRIC AND GAS SERVICE REQUIREMENTS, SECTION 5, ELECTRIC SERVICE UNDERGROUND, (ORD. C-14-10 (1 PART), 2010; ORD. 1-08 2(PART), 2008) PER MUNICIPAL CODE SECTION 14.04.070 (A)

### Structural Engineer

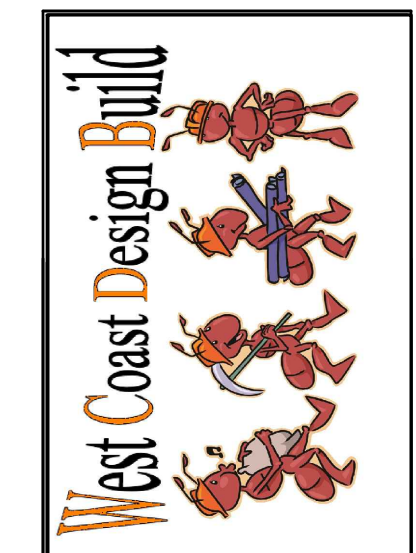
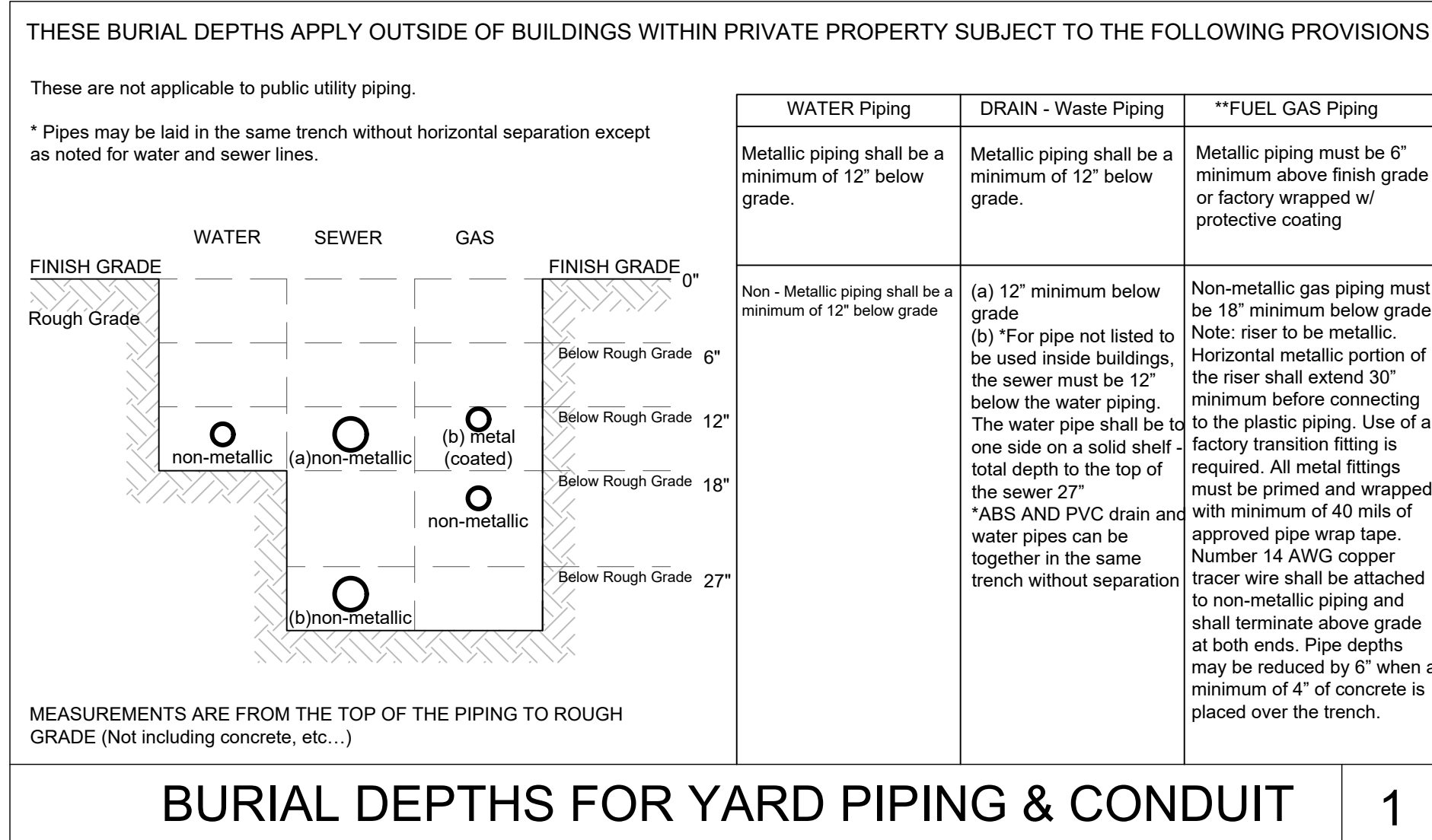
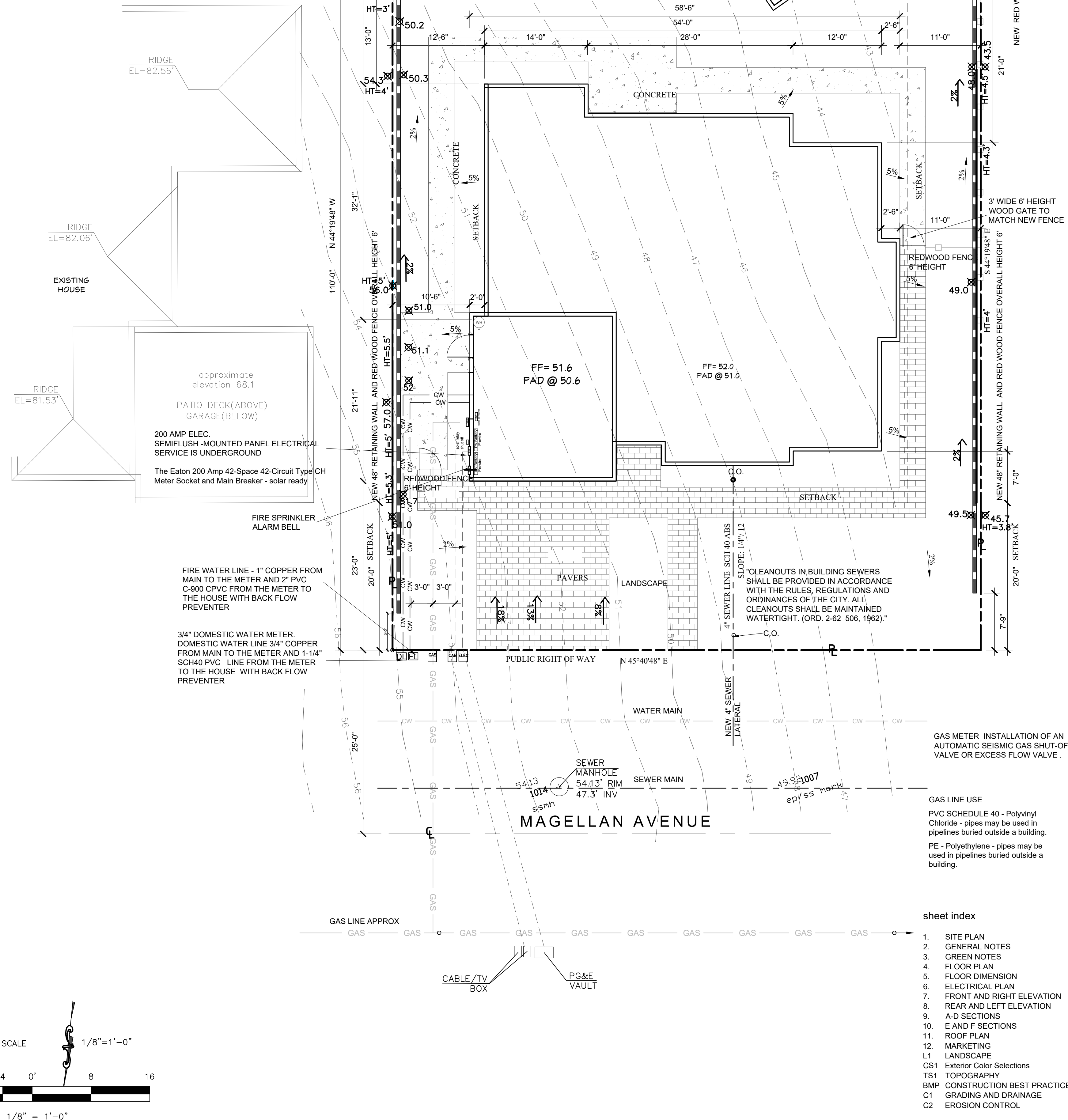
SAA STRUCTURAL ENGINEERING, INC.  
23901 Calabasas Rd. suite 1023  
Calabasas CA, 91302  
PH- 323-448-4682  
EMAIL - nick@saaeng.com

### Energy Calculations

Carstairs Energy  
2238 Bayview Heights Drive suite E  
Los Osos, CA 93402  
(805) 904-9048

### GENERAL CONTRACTOR

PACIFIC IMAGE BUILDERS INC.  
1369 EAST WALDON WAY  
FRESNO CA, 93730  
(559) 903-8902



PLANS PREPARED BY:  
**W. C. DESIGN BUILD**

New Single Family Residence  
P.O. BOX 7463 OXNARD, CALIFORNIA 93031  
Email:wcdesignbuild@gmail.com OFFICE (805) 414-0527

PLANS DRAWN BY: Pedro Vega  
Pedro Vega

**S I T E P L A N**

**TAFFERA FAMILY TRUST**  
APN # 048-022-370  
Magellan, El Granada, CA 94019

SHEET TITLE:  
PROJECT:  
DATE: MAY 16, 2023  
FILE TAFFERA- MAGELLAN  
APN: 048-022-370  
SYM. REVISIONS DATE  

SYM.	REVISIONS	DATE

  
SHEET NO. **1**

GAS METER INSTALLATION OF AN AUTOMATIC SEISMIC GAS SHUT-OFF VALVE OR EXCESS FLOW VALVE .

GAS LINE USE  
PVC SCHEDULE 40 - Polyvinyl Chloride - pipes may be used in pipelines buried outside a building.  
PE - Polyethylene - pipes may be used in pipelines buried outside a building.

- ### sheet index
- SITE PLAN
  - GENERAL NOTES
  - GREEN NOTES
  - FLOOR PLAN
  - FLOOR DIMENSION
  - ELECTRICAL PLAN
  - FRONT AND RIGHT ELEVATION
  - REAR AND LEFT ELEVATION
  - A-D SECTIONS
  - E AND F SECTIONS
  - ROOF PLAN
  - MARKETING
  - LANDSCAPE
  - Exterior Color Selections
  - TOPOGRAPHY
  - CONSTRUCTION BEST PRACTICES
  - GRADING AND DRAINAGE
  - EROSION CONTROL



8/5/25

Statement of Relevant Facts

RE: APN 048-022-370

Dear El Granada Community Services District,

It is my intention to build a one story single family dwelling. The neighborhood is comprised of single family homes with very few if any ADUs.

Sincerely,

A handwritten signature in blue ink, appearing to read "AT", is written over the word "Sincerely,".

Anthony Taffera



8/5/24

Granada Community Services District

504 Ave Alhambra, Third Floor

El Granda, CA 94018

RE: APN 048-022-370

Dear Community Services District,

The undeveloped lot due west of subject parcel is owned by the Carey family. At the time I purchased subject parcel on 7/10/23, my realtor, Keller Williams Kulda Group, Half Moon Bay made inquiry to Carey realtor as to the availability of APN 048-022-03. At that time it was conveyed to me that the lot was not then available for sale.

Sincerely,

  
Anthony Taffera



8/5/2024

Parcel Size and Setback

RE: Taffera Family Trust Parcel, APN: 048-022-370

Contiguous Parcels:

APN: 048-022-03 // Address: N/A

OWNER: Callan Trust

4400 sqft, 10ft side setback

APN: 048-022-360 // Address: 310 Magellan Ave, El Granada

OWNER: Kenneth Hanna

8800 sqft, 10ft side setback

APN: 048-022-200 // Address: N/A

OWNER: Thomas Callan

4400 sqft, 20 ft rear setback

APN: 048-022-170 // Address: N/A

OWNER: Helen Carey

4400 sqft, 20 ft rear setback

APN: 048-022-190 // Address: 315 Coronado Ave, El Granada


OWNER: Unable to determine

4400 sqft, 20 ft rear setback

APN: 048-022-180 // Address: 315 Coronado Ave, El Granada

OWNER: Unable to determine

4400 sqft, 20 ft rear setback

<p>Recorded at the Request of, and When Recorded Return to:</p> <p>Jonathan Bruns, Project Planner Planning and Building Department 455 County Center, 2nd Floor Mail Drop PLN122 Redwood City, CA 94063</p>	<p>For Clerk Use Only</p> <p><b>2024-007775 CONF</b></p> <p>SMC Planning (ESA) 4:00 pm 02/08/2024 CC Fee: \$26.00 Count of Pages 4 Recorded in Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder</p>  <p>* \$ R 0 0 0 3 4 3 7 3 4 3 \$ *</p> <p>* \$ R 0 0 0 3 4 3 7 3 4 3 \$ *</p>
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County of San Mateo  
Planning and Building Department

**CERTIFICATE OF COMPLIANCE**  
Pursuant to Government Code Section 66499.35(a)

Planning File No. PLN2024-00012

The County of San Mateo has received a request from Anthony Taffera, of 1369 E Waldon Way, Fresno, California, to determine if the real property owned by Anthony Taffera, identified as Assessor's Parcel Number 048-022-370 and further described below, complies with provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

This is to certify that the real property described below and shown on Exhibit A complies with the State of California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Description

Lot 28, Block 4, as shown on that certain Map entitled, "Shore Acres, Half Moon Bay, California, First Addition to the City of Balboa", which map was filed for record with the Office of the Recorder of the County of San Mateo, State of California, on December 18, 1905, in Book 3 of Maps, page 95.

Reference: Based on the separate deed conveyance recorded in Book 139, Page 226, on May 20, 1907, of the subject parcel in its same configuration as shown on the original 1905 Shore Acres tract map. The parcel meets the criteria for issuance of a Certificate of Compliance, Type A.

Lot 29, Block 4, as shown on that certain Map entitled, "Shore Acres, Half Moon Bay, California, First Addition to the City of Balboa", which map was filed for record with the Office of the Recorder of the County of San Mateo, State of California, on December 18, 1905, in Book 3 of Maps, page 95.

4



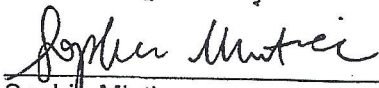
**Certificate of Compliance**

APN 048-022-370

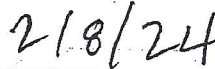
Page 2

Reference: Based on the separate deed conveyance recorded in Book 280, Page 165, on March 21, 1919, of the subject parcel in its same configuration as shown on the original 1905 Shore Acres tract map. The parcel meets the criteria for issuance of a Certificate of Compliance, Type A.

**NOTICE:** This document certifies compliance with the State of California Subdivision Map Act and the San Mateo County Subdivision Regulations only. Any development on, or use of, the property described herein is subject to the San Mateo County General Plan, Zoning Regulations, Building Regulations, and other County regulations affecting use and development of the property. Further, this Certificate of Compliance shall in no way affect the requirements of any other Federal, State, or local agency that regulates development or use of real property.



Sophie Mintier  
Assistant Director of Planning and Building  
County of San Mateo



Date

20240208\_PLN2024-00012\_CoC-A\_WPC\_FINAL

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of San Mateo )


On FEB 8, 2024, before me, Reece Jared Espera, a Notary Public, personally appeared SOPHIE MINTIER, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]

<p>Recorded at the Request of, and When Recorded Return to: Miroo Brewer Planning and Building Division 455 County Center, 2nd Floor Mail Drop PLN 122 Redwood City, CA 94063</p>	<p>For Clerk Use Only <b>DOC # 2000-124627</b> 10/04/2000 03:01P N1 Fee:NC Page 1 of 2 Recorded in Official Records County of San Mateo Warren Slocum Assessor-County Clerk-Recorder Recorded By SAN MATEO COUNTY PLANNING &amp; BL</p>
<p><b>Exempt from Fees Pursuant to Government Code Section 6301</b></p>	
<p>Planning Division File Number: PLN 2000-00602</p>	

2p

County of San Mateo  
Environmental Services Agency  
Planning and Building Division

**NOTICE OF MERGER**

Notice is hereby given that the real property described below and on Exhibit A attached hereto and made a part hereof has merged pursuant to Section 66499.20 3/4 of the Government Code and Section 7123 of the San Mateo County Subdivision Ordinance.

Property Description

Lots 28 and 29, Block 4, as delineated upon that certain map entitled "Shore Acres, Half Moon Bay, California, First Addition to the City of Balboa," filed for record in the Office of the Recorder of the County of San Mateo, State of California, in Volume "B" of Maps, at page 12, and copied into Volume 3 of Maps at page 95.

This property is also identified as Assessor's Parcel Numbers: 048-022-040 and 048-022-050.

The above-described property now constitutes one (1) lot as shown on Exhibit A, attached.

According to public records, the above-described property is owned by:

Greta Guida  
15 Shaw Court  
Redwood City, CA 94062

Signed:   
Terry Burnes, Planning Administrator  
County of San Mateo

Date: 10-4-00

FRM00088 DOC (6/2/99)  
CIP FORM A-MRG-10  
MIDBK1499\_WFP DOC

Granada Community Services District

PROPERTY OWNER STATEMENT  
"NO ACCEPTANCE OF FEES"

I  we TAFFERA FAMILY TRUST have submitted a sewer permit Variance Application to the District regarding the Property described as Magellan Ave., El Granada APN 048-022-370  
as Lot 29 Block 4, (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 048 - 022 - 370, and hereby voluntarily make the following declaration in order to comply with District Ordinance Code section 603c.2(k):

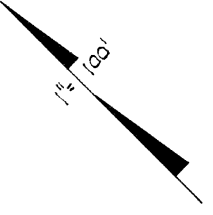
I / we will not agree to the removal of any Granada Sewer Bond assessment levy and the refund of fees, charges and prior paid assessments in exchange for an agreement not to ever develop the property and not to ever generate wastewater or garbage from the property.

Current Property Owner(s):

Signature: [Signature] Date: 8/5/2024  
 ANTHONY TAFFERA, Jr  
(NAME PRINTED)

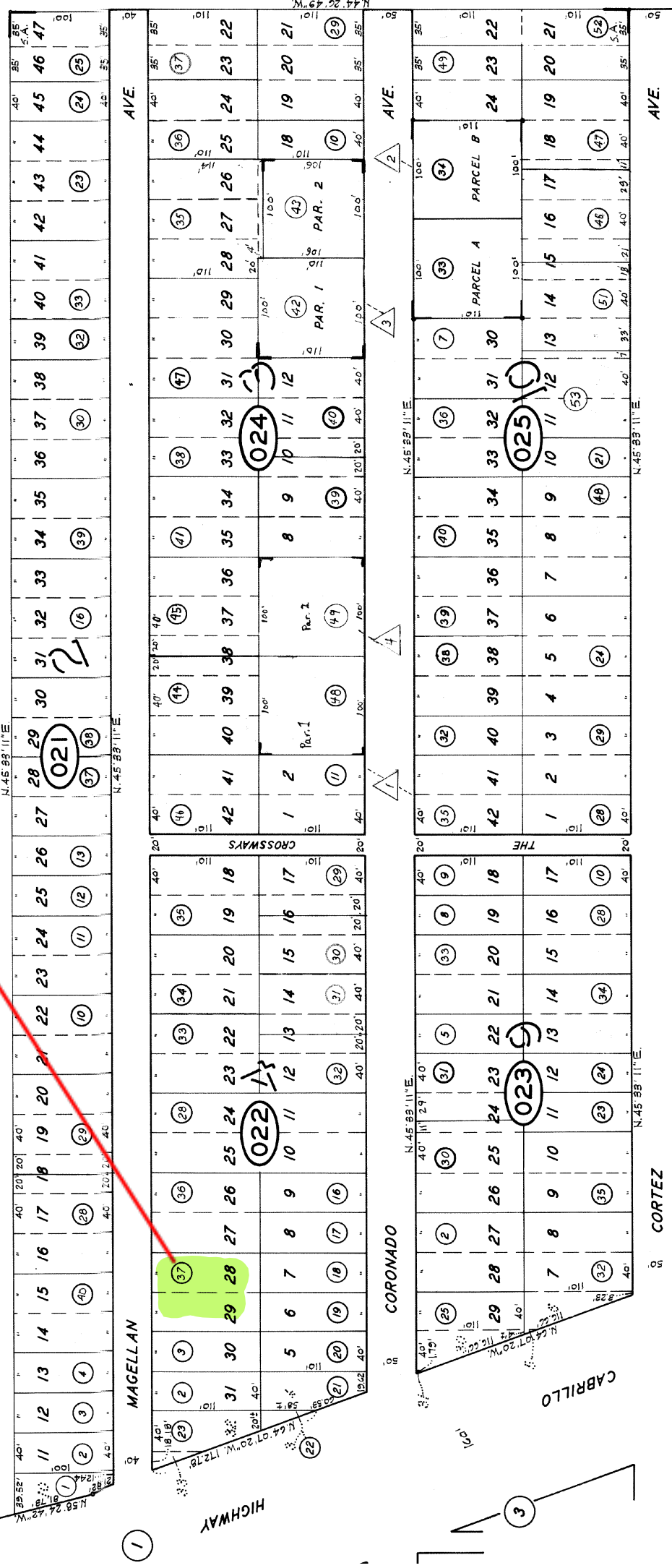
Signature: [Signature] Date: 8/5/2024  
 Sherri Taftera, Tr  
(NAME PRINTED)

48-2



TAX CODE 71A

BK. 47  
33



6TH AVE.  
5TH AVE.  
4TH AVE.  
CORTEZ

BK. 47  
33

BK. 47  
34

4 PM 78/54-55

3 PARCEL MAP VOL 72/43

2 PARCEL MAP VOL 67/2

1 SHORE ACRES RSM 3/95

J.H.

ASSESSOR'S MAP COUNTY OF SAN MATEO CALIF.

September 10, 2024

## **Memorandum**

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

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

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

### **Harbor Village RV Park**

The RV Park project has been completed.

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

The Restroom project at the RV park has been completed.

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

The Harbor District hired an inspector to report on the meter's installation and the high flow readings reported. We have requested a copy of the report to review.

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

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

The Request for Proposal for Progressive Design Build (PDB) for replacement of SAM's Montara Force Main was sent to the three shortlisted PDR teams on July 9<sup>th</sup>. Proposals are

## **Memorandum**

Granada Community Services District  
September 10, 2024

now due on September 20th. The schedule includes approval of a design contract with the selected team in November, approval of the construction contract next July, and construction complete by June 30, 2026

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

SAM's draft 5 Year Capital Improvements Plan was on the agenda for discussion at the August 12th SAM Board meeting.

### **Naples Beach, Phase 2 Easement**

About 275' of 8" sewer on this project was constructed on State Parks property without a GCSD easement. Access for construction was authorized by State Parks by a temporary Right of Entry permit, as efforts to secure an easement prior to construction were unsuccessful. Now that the sewer has been constructed, we'll be working again with State Parks staff to secure a permanent GCSD easement for this sewer. We followed up with our State Parks contact in August re the status of the easement but have yet to hear back.

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
***Regular Board Meeting 7:00 PM, Monday, August 12, 2024***

**1. CALL TO ORDER**

Chair Dye called the meeting to order at 7:00 p.m. from her home in El Granada, California via ZOOM. She stated that she has asked Director Ruddock to run the meeting for her, since she finds that ZOOM is not very efficient at her premises.

**A. Roll Call**

Directors Clark, Rarback, Dekker, Ruddock, and Slater-Carter (7:04 pm) were present. Chair Dye attended via Zoom from her home in El Granada, CA. Also present were General Manager Prathivadi, Finance Officer George Evans, Plant Superintendent Tim Costello, and Thai Phan for General Counsel Jeremy Jungreis.

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

There were no public comments.

**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 July 22, 2024, Regular Board Meeting
- B. Approve Disbursements for August 12, 2024

Director Dekker moved, and Director Rarback seconded the motion to approve Agenda Items 3A - Approve Minutes of July 22, 2024, and Item 3B - Approve Disbursements for August 12, 2024, as presented.

Dekker/Rarback/Roll Call Vote: Clark Aye/Dekker Aye/Rarback Aye/Ruddock Aye/Dye Aye/7 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. Approve and Authorize the General Manager to Execute Successor Memorandum of Understanding Between SAM and IUOE, Stationary Local 39, Effective February 1, 2025, through January 31, 2030, with Corresponding Salary Schedules



General Manager Prathivadi reviewed the staff report and requested the Board of Directors approve and authorize him to execute a Successor Memorandum of Understanding (MOU), between SAM and IUOE, Stationary Engineers, Local 39, effective February 1, 2025, through, January 31, 2030, with corresponding salary schedules, which expires January 31, 2025. A discussion ensued. Following discussion, Director Dekker moved, and Director Rarback seconded the motion to approve and authorize the General Manager to execute a Successor MOU between SAM and Local 39, to be effective February 1, 2025, through January 31, 2030, with corresponding salary schedules.

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

#### B. Amend the Unrepresented Employee Manual

General Manager Prathivadi reviewed the staff report and requested the Board of Directors amend the unrepresented employee manual. A discussion ensued. Following Discussion, Director Slater-Carter moved, and Director Rarback seconded the motion to amend the unrepresented employee manual.

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

#### C. Approve Fourth Amendment to Employment Agreement with General Manager and Adjust Compensation of General Manager

General Manager Prathivadi reviewed the staff report and requested the Board of Directors approve the fourth amendment to employment agreement with the General Manager and adjust compensation of the General Manager. Senior Counsel Marc Zafferano, in place of Christopher Boucher, introduced himself to Chair Dye and the Board of Directors. He presented an oral report to the Board on Government Code Section 54953.3 (C3), which is required by State Law and in accordance with the government code. He discussed salary, terms of conditions of employment for the General Manager position, with the salary change being retroactive to January 1, 2024. He stated the recommended action is to grant a 6% wage increase

to the General Manager base salary, retroactive to January 1, 2024. Director Dekker moved, and Director Slater-Carter seconded the motion to approve the Fourth Amendment to Employment Agreement with General Manager and Adjust Compensation of General Manager.

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

#### D. Discuss Proposed 5-Year Infrastructure Plan

General Manager Prathivadi reviewed the staff report and presented the Board of Directors with a 5-year Infrastructure Plan for 2024/2025 through 2029/2030. He then introduced William Faisst from Consulting Engineering, Inc. to the Board. Chair Dye stated she would like the member agencies to review and give feedback on Item 4D - Discuss Proposed 5-Year Infrastructure Plan before any action is taken. Director Clark agreed with Chair Dye. Director Slater-Carter stated that she would like to see notes about the projects that already have signed an agreement with ERF to do. Director Ruddock stated she would like to see a breakdown and cost, more data, and more information. William Faisst then presented the board of Directors with the 5-year CIP plan. A discussion ensued. Following discussion, the Board of Directors agreed to pull Item 4D - Discuss Proposed 5-Year Infrastructure Plan and send it to the member agencies for review and feedback and bring it back to the Board for further discussion.

This presentation can be seen on the SAM website at [www.samcleanswater.org](http://www.samcleanswater.org)

#### E. Declare Identified Equipment as Surplus and Authorize General Manager to Dispose as Appropriate

General Manager Prathivadi reviewed the staff report and recommended the Board of Directors declare the identified equipment as surplus and authorize him to dispose as appropriate. General Manager Prathivadi stated the vehicle was purchased in 2008 and has no value. Following discussion, Director Slater-Carter moved, and Dekker seconded the motion to declare the identified equipment as surplus and authorize the General Manager to dispose of it as appropriate.

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

**5. GENERAL MANAGER’S REPORT - NONE**

**6. ATTORNEY’S REPORT**

Thai Phan, covering for General Counsel Jungreis, addressed the Board of Directors with an update on a Legislation/Regulation of interest to the Sewer Authority. She informed the Board of Directors about Senate Bill 1243 by Senator Dodd. Following discussion, Director Ruddock thanked Thai Phan for the update.

**7. DIRECTOR’S REPORT**

Direct Slater-Carter announced she was elected for Statewide California Special District Association Board, and also elected for San Mateo County LAFCO as an alternate. Director Dekker congratulated Director Slater-Carter.

**8. TOPICS FOR FUTURE BOARD CONSIDERATION - NONE**

**9. CONVENE IN CLOSED SESSION**

The Board went into Closed Session at 8:06 p.m.

**10. CONVENE IN OPEN SESSION**

*The Board returned from closed session at 8:12 p.m. General Counsel reported out one item from the closed session Specifically, Thai Phan ( covering for General Counsel Jungreis) reported that the SAM Board of Directors, with all Directors present, voted unanimously to deny the Government claim of Ms. Susan Carroll.*

**11. ADJOURNMENT**

Director Ruddock adjourned the meeting at 8:12 p.m. to the next Regular meeting August 26, 2024, at 7:00 p.m.

Respectfully Submitted,

Approved By:

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Lorri Rovai  
Administrative Assistant

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Board Secretary



**SEWER AUTHORITY MID-COASTSIDE  
Board of Directors Meeting Agenda**

***Regular Board Meeting 7:00 PM, Monday, September 9, 2024***

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81361658721?pwd=d5OaAYcQs6V5z6PR1C5EKHb0CwSjuP.1>

Meeting ID: 813 6165 8721

Passcode: 617474

1 669 900 6833 US (San Jose)

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

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

**1. CALL TO ORDER**

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

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

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments submitted prior to 7 pm on September 9, 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 August 12, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for September 9, 2024 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending July 31, 2024 (receive and file) (**Attachment**)

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

- A. Review and Accept the Quarterly Financial Report for the 4th Quarter of Fiscal Year 2023-24. (**Attachment**)
- B. Authorize General Manager to Issue a Change Order to Global Diving & Salvage for Excavating and Repairing the Damaged Outfall Diffusers in the Amount of \$79,931 (**Attachment**)

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Managers’ Report – July 2024

**6. ATTORNEY’S REPORT**

a) Update on Legislation/Regulation of Interest to the Authority

**7. DIRECTORS’ REPORT**

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

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

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

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

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: September 23, 2024, and October 8, 2024

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

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**INFORMATION FOR THE PUBLIC**

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

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

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



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** September 9, 2024  
**SUBJECT:** **Monthly Manager’s Report – July 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 July 2024.

*Key Indicators of Performance*

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

*Flow Report (See Attachment A)*

Half Moon Bay	0.754	61.71%
Granada CSD	0.237	19.40%
Montara W&SD	0.231	18.89%
<b>Total</b>	<b>1.222</b>	<b>100.0%</b>

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

**Administration**

There were two Regular Board Meeting in the month of July 2024, and no public records request. There was no article in the Half Moon Bay Review. There were three article in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside,(SAM) Takes Big Step Forward by Approving Design/Build Funding for their Intertie Pipeline Force Main in Montara (July 17, 2024).Half Moon Bay’s Sewer Authority Mid-Coastside (SAM) Seeking Candidate For Wastewater Operator II or III Level; \$97k-\$128K per Year,(July 17-2024), and Sewer Authority Mid-Coastside’s 2023 Annual Comprehensive Financial Report Awarded by GFOA for Excellence in Finance Reporting for Third Year in a Row, (July 25 2024).There were no new hires in the month of July. There were three Anniversary’s in the month of July Kishen Prathivadi General Manager, Felipe Preciado Collection Maintenance Worker II, and Callie Pacheco Accounting Technician.

**Operations & Maintenance**

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

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

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

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

We have not had to use Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier for a little bit now which is nice and saves us money on chemical usage. As conditions change, we might need to use the alum again but in the short term I will take the win. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin.

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

The Princeton project is moving along well, the station is running, and we are waiting on the surge tank delivery at this point. We did notice that the roof was in worse shape than originally thought so that work is scheduled to be completed in early August. The last thing we want is water dripping on the new electrical components.

Earlier this month, (7/10), we had safety training with Du-all, we encourage folks from the member agencies to attend any of the training that will relate to them. This month

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



the covered topics were fire extinguishers and workplace violence prevention. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

Johnson controls was in to do annual maintenance on fire alarm system early in the month.

Peterson was working on the plant generator doing annual service early in the month.

We did ocean outfall monitoring this month, conditions were nice which always makes the trip better.

Parts for the primary began showing up early on and Overaa has started the project.

Update on the boiler replacement. Well, it's certainly a long process, I think we can agree on that. It is in the BAAQMD hands, for reference this process started in May of 2023.

During the month of July 2024 rainfall was below the historic normal for Half Moon Bay. The 10-year average for the area is 0.155 inches of rain in, (0.16 inches used to be considered normal, I would say that is pretty close, right at the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.17 inches, (from the NOAA gauge at the plant). Our roof top had 0.13 at the plant, 0.09 inches in the GCSD service area, and 0.18 inches at the MWSD weather station. There was micro-climate variations verified by the data.

**Below is a chronological summary of some of the occurrences during the month of July 2024.**

- 7/1/2024 – Rounds and reads, found baby ducks in secondary duck rescue netting in affect, Johnson controls in to work on annual fire system check, Alpha samples sent today.
- 7/2/2024 – Rounds and reads, Johnson controls in working on annual fire alarm service again, Calcon at Princeton and plant working on radio communications, run all inf pumps to keep them primed, met roofer at Princeton station.
- 7/3/2024 - Rounds and reads, Calcon working on radio communication again at Princeton and Plant.

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

- 7/4/2024 - S.A.M. Holiday - Routine rounds and reads, adding poly for foam control, all else okay, nice warm day.
- 7/5/2024 - Daily ops rounds and duties. Added polymer the influent side of aeration basin #3. Portola pump station pump 1 has a significant leak, mechanics are aware. CALCON here working on radio communications. Set up a 4-inch trash pump next to the influent well for the following week. Secondary clarifier parts delivery.
- 7/6/2024 - Saturday-Daily ops rounds and duties. Front gate came off the rail, re positioned and test, all ok. Main office printer not working.
- 7/7/2024 - Sunday-Daily ops rounds and duties. Add polymer to aeration basin #3. RDT not working on Auto mode had to switch to manual mode.
- 7/8/2024 - Daily ops rounds and duties. PETERSON here to drop off rental generator and set up for plant generator annual maintenance. CALCON here working on radio communications. PETERSON performing transfer test, reset all alarms that were set off. Perform water test at PRINCETON pump station wet well.
- 7/9/2024 - Daily ops rounds and duties. PETERSON here at the plant working on generator maintenance. Called republic services because all garbage bins full, picked up within an hour. CALCON here installing new motor on #3 water. PRINCETON wet well now in service, but programming still needs to be worked on.
- 7/10/2024 - Daily ops rounds and duties. CALCON out at Princeton pump station programming new equipment. Peterson here working on generator annual maintenance had to reset some alarms while maintenance was being done. DU ALL safety training for all staff. Received a no loop pump running alarm late at night, reset and all ok now.
- 7/11/2024 - Daily ops rounds and duties. Annual Ocean monitoring samples. CALCON out at Princeton pump station working on new equipment. Continue washing down primary clarifier number 1. Replaced polymer tote for the RDT.
- 7/12/2024 - Daily ops duties. Hose down primary effluent channel to the aeration basin, found lots of foam in the channels. Hose down sections of the secondary clarifier weirs.
- 7/13/2024 - Saturday - Daily ops rounds and duties. Gas pressure in digester number 1 up to 16-inch WC, noticed gas escaping form VERIC (gas relief) valve. Normal day no issues.

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	H. Rarback	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		

- 7/14/2024 - Sunday - Daily ops duties. Collect Alpha Lab samples. Anton here to check the flow meter for the city of Half Moon Bay.
- 7/15/2024 - Daily ops rounds and duties. Collect 2nd day Alpha Lab samples. Perform weekly chemical inventory and place an order for FERRIC chloride as well as other lab supplies needed. Worked on master sheet for plant PM's.
- 7/16/2024 - Daily ops rounds and duties. CALCON here to disconnect power to #1 primary clarifier. Relocate 4-inch trash pump near chlorine contact basins. Rotate all chemical pumps and exercise all influent wet well pumps. Hose down influent well due to high amounts of thick layer of debris and grease. Wash down head works area. Asphalt being laid at Princeton pump station.
- 7/17/2024 - Daily ops rounds and duties. Found broken PVC pipe that holds DO sensor for the effluent side of aeration basin #3, repaired and works ok. Continued asphalt work at Princeton pump station. Weed whack overgrown weeds on front of admin building. LOPEZ fence here to repair front gate.
- 7/18/2024 - Daily ops rounds and duties. Parts for primary clarifier number 1 here, unload and place behind AB#3. Jeff from Coombs and Hopkins is here to look into all digester system VAREC equipment for future maintenance.
- 7/19/2024 - Daily operational rounds and duties. Sodium Hypochlorite delivery. Final effluent sampler had worn out tubing, replaced a section and work ok now. Open a couple turns aeration basin influent valve to increase air and reduce air in the effluent side.
- 7/20/2024 - Saturday - Daily ops rounds and duties. Pedro's cleaning service here in the admin building. Normal day no anomalies.
- 7/21/2024 - Sunday - Daily ops rounds and duties. Work on HACK WIMS and payroll. Set up Alpha samples for following day. Discuss process control with manager.
- 7/22/2024 - Daily ops rounds and duties. Add polymer to #3 aeration basin. Cleaned all DO probe meters. Collect Alpha Lab samples. FedEx delivery to the plant. Purchase lab supplies @ Ace Hardware. Replace ink cartridge for op's office. Work on August staff schedule.
- 7/23/2027 - Daily ops rounds and duties. Continue adding polymer to #3 aeration basin. Weed whack sections around the plant. Construction equipment delivery by OVERAA, for Primary clarifier #1 construction work.

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	D. Penrose		

- 7/24/2024 - Daily ops rounds and duties. Add polymer to AB #3. Start RDT on HAND mode will not work on auto. OVERAA company here at the plant working on Primary clarifier #1. FERRIC delivery to the plant. Plant tour to an applicant. Mix chemicals in the effluent building for the Micro 2000 analyzer.
  
- 7/25/2024 - Daily ops rounds and duties. Added polymer to influent side of AB#3 to reduce foam on surface. OVERAA here working on primary #1. Mix chemicals for DEOX 2000 SO2 analyzer. Wash down final effluent building dry well. Paint some equipment / areas around the plant. Plant tour to possible applicant.
  
- 7/26/2024 - Daily ops rounds and duties. OVERAA construction here at the plant working on primary clarifier #1. Add polymer to AB #3 influent side. Move and place FLEX valves in MB#2. Wash down channel that leads to MLSS influent due to high foam. FedEx delivery (polymer) at the end of the day. Also, the roofers started at the Princeton pump station.
  
- 7/27/2024 - Saturday-Daily ops rounds and duties. Add polymer to AB3 has lots of foam. Normal day.
  
- 7/28/2024 - Sunday-Daily ops rounds and duties. Continue adding polymer to AB#3. Fill up a couple polymer totes during the day.
  
- 7/29/2024 - Daily ops rounds and duties. Add polymer to aeration basin #3 and #4. OVERAA here working on primary #1. Aeration basin DO inconsistent had to adjust air valves. Mix KI solution for DEOX analyzer. PG&E tree guys here at the plant, trimming trees at west side of the plant.
  
- 7/30/2024 - Daily ops rounds and duties. OVERAA here working on primary #1. Add polymer to both aeration basins. Test aeration basin #3 with portable DO meter and found the DO was off we then adjusted air valves on the effluent side of tank. LOPEZ fence here at the plant. Collection and Maintenance crew cleaned Portola pump station. Work on August schedule.
  
- 7/31/2024 - Daily ops rounds. OVERAA here working on primary. Continue adding polymer to both aeration basins. Perform weekly inventory for chemicals. Switch chemical pumps. Exercise all influent pumps and set #7 pump to lead. Found broken fitting in the chemical line inside CL2 analyzer in the effluent building, caused a failure in the DECHLOR cycle daily check. Test transfer sludge pumps to the digester number 2. Roofer at Princeton pump station. CALCON here at the plant.

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<b>ALTERNATE MEMBERS:</b>	S. Boyd	J. Randle	J. Grant
	D. Penrose		

**Other activities are listed below:**

There were 13 deliveries (approximately 7,700 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 770.00. There were no leachate deliveries to the SAM IPS line in the month of July 2024, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 27,434 feet of sewer line and responded to fourteen calls in contract service areas. Six calls were sewer line related and eight were maintenance service calls. Four of the callouts were during regular business hours or started during regular business hours and went into overtime. Ten of the calls were after hour callouts. Three of the calls were in HMB, ten calls were in the MWSD service area, and one call was in the GCSD service area during the month of July 2024.

HMB – The service calls in HMB were as follows; 7/7 - Smart cover response for a high level, checked upstream and downstream all appeared to be as normal. No action required. 7/14 - Smart cover response for a high level, checked upstream and downstream all appeared to be as normal. No action required.

The maintenance service calls in HMB were as follows; 7/7 - Bell Moon station alarm. Heavy fog could have caused station alarm. Reset station and checked for proper operation.

GCSD – The service call in GCSD was as follows; 7/24 - Business owner call for sewer back up. Main line was clear, spill was from kitchen sink near the back of building. Directed owner to contact a plumber to resolve and clean up area.

There was no maintenance service calls in the GCSD service area in the month of July.

MWSD – The sewer line related call in the MWSD area was as follows; 7/19 - Smart cover delayed communications, need to order a new battery for this location. 7/26 - Replaced e-box on smart cover. 7/27 - Resident called to

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	<b>D. Penrose</b>		

report someone dumping sewage from an RV on side of street. The crew went out and investigated the area but were unable to locate anything. There was a heavy drizzle this day which would have made the search more difficult.

The maintenance calls in the MWSD service area were as follows; 7/9 - Airport station alarm, all normal upon arrival. Could have been a power glitch, reset alarms and checked station for normal operation. 7/10 - Seal cove #2, in alarm due to power failure. Reset alarms and checked station for normal operation. 7/15 - Vallemar station alarm, likely due to power glitch. Genny did not run. Reset Alarms and checked station for normal operation. 7/24 - Airport lift station alarm, PG&E was working on pole next to station. Genny was running upon arrival. Power was restored while on site. Reset station and checked for normal operation. 7/28 - Vallemar station alarm for genny running. The power glitch cleared alarms and checked the station for normal operation. 7/28 - Vallemar station alarm for station fault alarm. Likely a power glitch, cleared alarms and checked station for normal operation. 7/30 - Airport lift station power failure. PG&E on site testing utility power. Power was restored while the crew was on site. Cleared alarms checked station for normal operation.

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

**Staff Recommendation**

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

**Supporting Documents**

- Attachment A: Monthly Flow Report July 2024
- Attachment B: Monthly NPDES Report July 2024
- Attachment C: Collection System Data July 2024
- Attachment D: Contract Collection Service Report July 2024

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	<b>H. Rarback</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>S. Boyd</b>	<b>J. Randle</b>	<b>J. Grant</b>
	<b>D. Penrose</b>		

# Attachment A

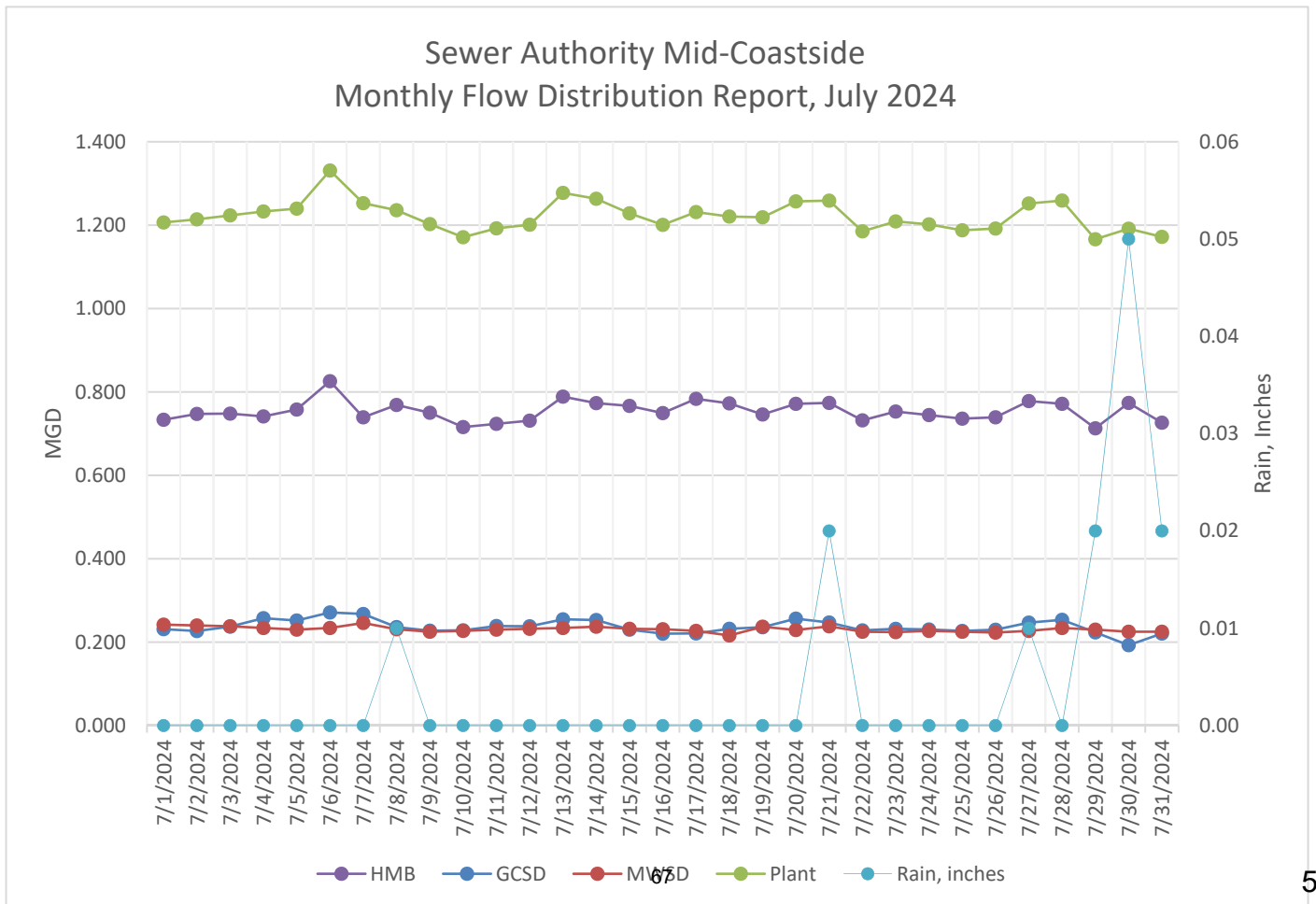
## Flow Distribution Report Summary for July 2024

The daily flow report figures for the month of July 2024 have been converted to an Average

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

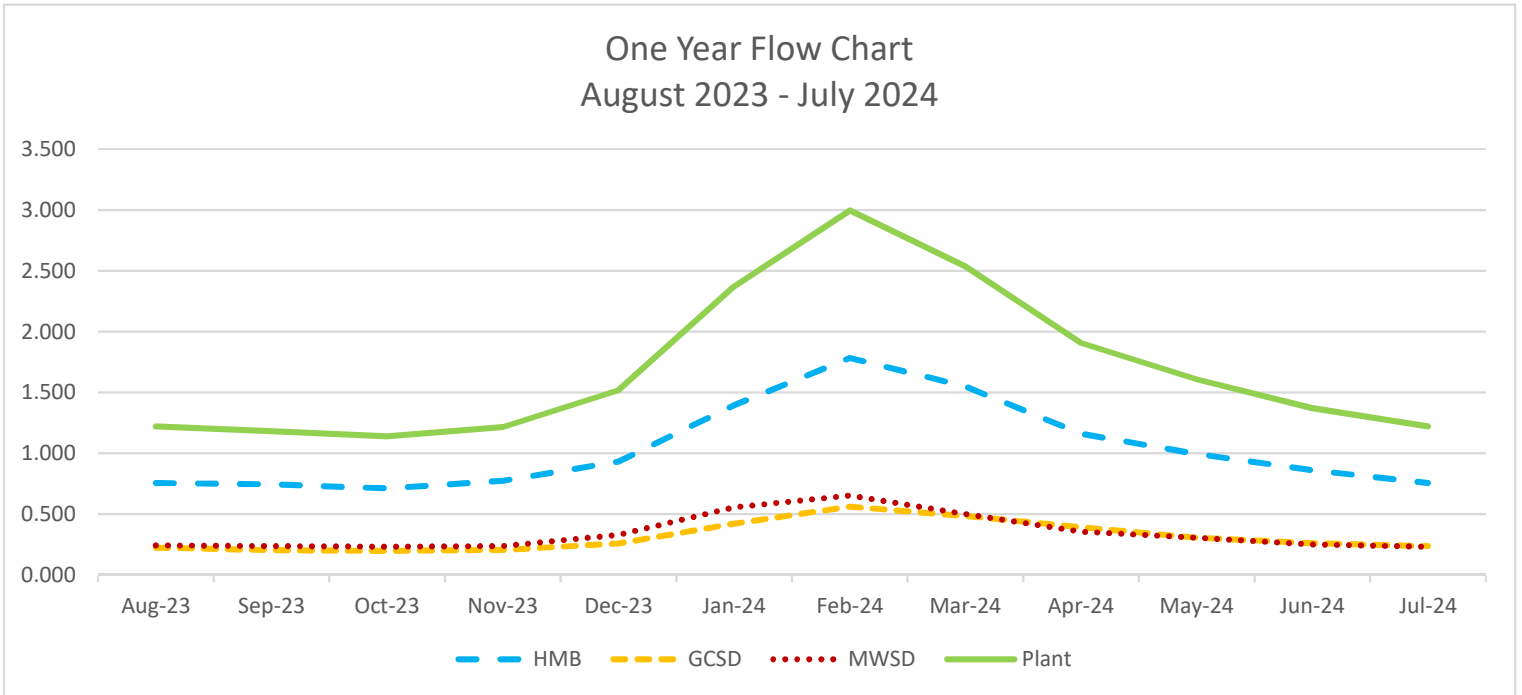
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.754	61.71%
Granada Community Services District	0.237	19.40%
Montara Water and Sanitary District	<u>0.231</u>	<u>18.89%</u>
Total	1.222	100.0%

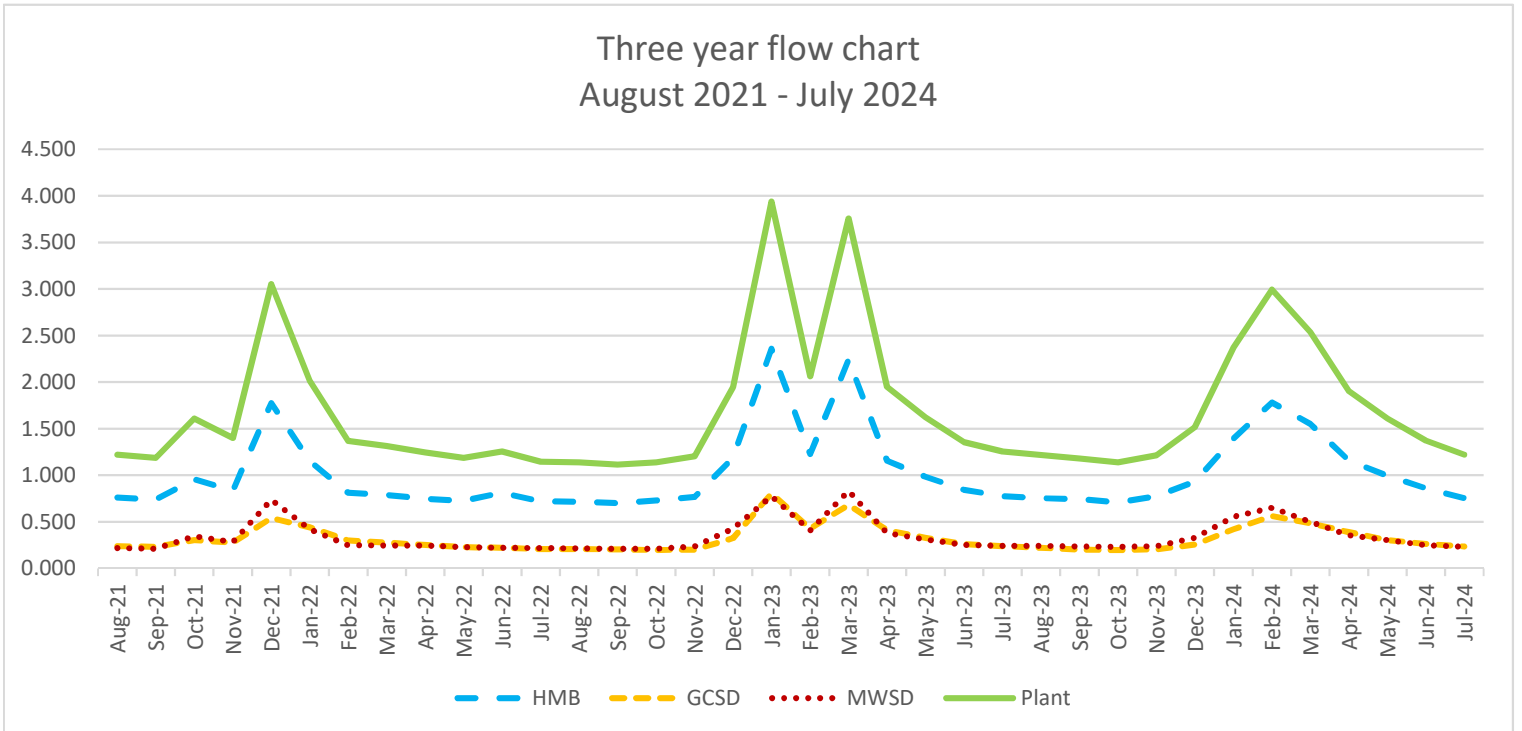


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart  
August 2023 - July 2024



Three year flow chart  
August 2021 - July 2024





**SAM E-001 July 2024**

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
7/1/2024	310	3.80		98.8%	240	180	5.9	
7/2/2024								
7/3/2024								
7/4/2024								
7/5/2024								
7/6/2024			3.80					5.90
7/7/2024								
7/8/2024								
7/9/2024								
7/10/2024	320	6.80		97.9%	240	210	9.9	
7/11/2024	330	4.30		98.7%	310	220	16.0	
7/12/2024								
7/13/2024			5.55					12.95
7/14/2024	310	3.20		99.0%	250	190	8.7	
7/15/2024	320	4.60		98.6%	260	200	11.0	
7/16/2024								
7/17/2024								
7/18/2024								
7/19/2024								
7/20/2024			3.90					9.85
7/21/2024								
7/22/2024	320	4.40		98.6%	240	190	8.7	
7/23/2024	220	4.60		97.9%	250	200	8.8	
7/24/2024								
7/25/2024								
7/26/2024								
7/27/2024			4.50					8.75
7/28/2024								
7/29/2024								
7/30/2024	250	7.60		97.0%	240	200	9.0	
7/31/2024	330	5.00		98.5%	200	150	12.0	
Count	9	9	4	9	9	9	9	4
Minimum	220	3.20	3.80	97.0%	200	150	5.9	5.9
Average	301	4.92	4.44	98.3%	248	193	10.0	9.4
Maximum	330	7.60	5.55	99.0%	310	220	16.0	13.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM      E-001      July 2024**

<b>Date</b>	<b>BOD % Removal</b>	<b>Eff Settleeable Matter mg/l</b>	<b>Eff Settleeable Matter Weekly Avg mg/l</b>	<b>Eff Turbidity NTU</b>	<b>Eff Turbidity Weekly Avg NTU</b>	<b>Chlorine Residual Day Max</b>
7/1/2024	97.5%	ND		1.00		0.00
7/2/2024						0.00
7/3/2024						0.00
7/4/2024						0.00
7/5/2024						0.00
7/6/2024			ND		1.00	0.00
7/7/2024						0.00
7/8/2024						0.00
7/9/2024						0.00
7/10/2024	95.9%	ND		1.30		0.00
7/11/2024	94.8%	ND		1.20		0.00
7/12/2024						0.00
7/13/2024			ND		1.25	0.00
7/14/2024	96.5%	ND		1.00		0.00
7/15/2024	95.8%	ND		1.60		0.00
7/16/2024						0.00
7/17/2024						0.00
7/18/2024						0.00
7/19/2024						0.00
7/20/2024			ND		1.30	0.00
7/21/2024						0.00
7/22/2024	96.4%	ND		2.20		0.00
7/23/2024	96.5%	ND		1.20		0.00
7/24/2024						0.00
7/25/2024						0.00
7/26/2024						0.00
7/27/2024			ND		1.70	0.00
7/28/2024						0.00
7/29/2024						0.00
7/30/2024	96.3%	ND		1.80		0.00
7/31/2024	94.0%	ND		2.70		0.00
Count	9	0	0	9	4	31
Minimum	94.0%	0.0	< 0.00	1.00	1.00	0.0
Average	96.0%	ND	ND	1.56	1.31	0.0
Maximum	97.5%	0.0	0.0	2.70	1.70	0.0000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM          E-001          July 2024**

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
7/1/2024	0.00	19.0	7.07	20.6	ND		7.33	81.5
7/2/2024	0.00		7.01	21.0			7.09	79.5
7/3/2024	0.00		7.07	20.8			6.62	73.8
7/4/2024	0.00		7.06	21.6			7.17	81.3
7/5/2024	0.00		7.01	21.4			6.68	75.4
7/6/2024	0.00		7.12	21.4		5.743	7.71	87.1
7/7/2024	0.00		7.07	21.7			7.06	80.3
7/8/2024	0.00		7.09	21.4			7.12	80.9
7/9/2024	0.00		7.22	21.2			7.48	84.2
7/10/2024	0.00		7.20	21.1			7.03	78.9
7/11/2024	0.00	27.0	7.02	21.1	ND		7.08	79.6
7/12/2024	0.00		7.08	21.8			7.31	83.2
7/13/2024	0.00		7.13	21.5		ND	7.54	85.2
7/14/2024	0.00		6.99	21.4			6.60	74.6
7/15/2024	0.00	24.0	7.09	21.2	ND		8.90	98.2
7/16/2024	0.00		7.07	21.6			6.86	77.9
7/17/2024	0.00		7.04	21.7			7.24	82.2
7/18/2024	0.00		7.16	21.2			7.34	82.4
7/19/2024	0.00		7.07	21.2			7.30	82.0
7/20/2024	0.00		7.02	21.9		ND	7.25	82.4
7/21/2024	0.00		6.97	21.5			6.75	76.4
7/22/2024	0.00		7.03	21.1			7.27	88.1
7/23/2024	0.00	22.0	6.94	21.3	ND		6.25	71.0
7/24/2024	0.00		7.04	21.8			6.97	79.3
7/25/2024	0.00		7.20	21.6			6.94	78.7
7/26/2024	0.00		7.07	21.6			6.78	77.0
7/27/2024	0.00		7.19	20.8		ND	6.87	76.3
7/28/2024	0.00		7.00	21.1			6.58	73.9
7/29/2024	0.00		6.78	21.2			6.55	73.8
7/30/2024	0.00		7.12	21.5			6.87	77.8
7/31/2024	0.00	34.0	7.10	21.6	ND		6.95	78.7
Count	31	5	31	31	0	1	31	31
Minimum	0.00	19.0	6.78	20.6	< ND	< ND	6.25	71.0
Average	0.000	25.2	7.07	21.4	< ND	< 5.743	7.08	80.1
Maximum	0.00	34.0	7.22	21.9	0	< 5.743	8.90	98.2
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2024

## July 2024

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

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCSO	MWSD	SAM
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

## Reportable SSOs

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

## SSOs / Year / 100 Miles

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

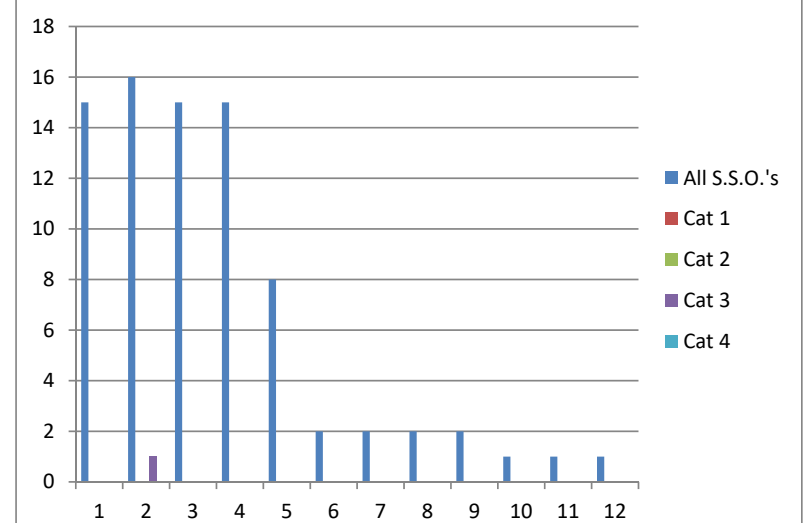
## 12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Aug - 23	22,726	8,469	9,951	41,146	7.8
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2

Annual ft	133,668	130,617	96,900	361,185	
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Annual Mi.	25.3	24.7	18.4		68.4
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## 12 Month Moving SSO Totals Through July 2024



Attachment C

## TASK SUMMARY- GCSD 2024-25

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,341													
Hot Spot Cleaning	5,400	320													
Lift Station Inspection - Daily	52	4													
Lift Station Inspection - Annually	3	-													
Maint. Work Orders - Completed	-	4													
Maint. Work Orders - Incomplete	-	-													
Manhole Inspection	879	67													
USA Markings	372	36													
F.O.G. Inspections Completed	10	-													
F.O.G. Inspections Passed	10	-													
F.O.G. Inspection Failed	-	-													
Lateral Inspections	-	-													
Customer Service Call - Reg	-	-													
Customer Service Call - OT	-	1													
SSO Response - Category 1	-	-													
SSO Response - Category 2	-	-													
SSO Response - Category 3	-	-													
Insurance Claims Filed	-	0													



## GRANADA COMMUNITY SERVICES DISTRICT

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

August 15, 2024

This meeting was held in person and via Zoom.

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

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

#### **ROLL CALL**

Director Matthew Clark, Director Barbara Dye, and Director Jen Randle. Director Marsh and Director Grant participated remotely via teleconference pursuant to Government Code Section 54953(b).

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

#### **GENERAL PUBLIC PARTICIPATION**

None.

#### **REGULAR MEETING AGENDA**

President Marsh reordered the agenda to consider Item #3 first.

- 3. Consideration of Sewer Permit for 3-Unit + ADU Multi-Family Project at 513-519 Avenue Alhambra, APN: 047-206-260, Owner: Ray Hekkert.**  
**ACTION:** Director Dye moved to approve the permit. (Dye/Clark). Approved 5-0.
- 1. Parks and Recreation Activities.**
  - a. Report on Granada Community Park and Recreation Center – Ms. Atmore reported that public comments on the IS/MND are under review by Montrose Environmental and that the revised document is anticipated to be ready for review by the Board at the regular September meeting.
  - b. Report on Planned Recreation Program Events – Ms. Atmore updated the Board on upcoming events including Nature Journaling, History Walks, FallFest, Movie Night, and Introduction to Drawing with Claudia Marshall.
- 2. Presentation and Updates from San Mateo Resource Conservation District.**

Joe Issel with the San Mateo Resource Conservation District (RCD) provided a background on the RCD and its relationship with GCSD as a technical resource for the district. He explained the steps taken in the development of the Natural Resource Management Plan for the Burnham Strip and defined measures

recommended and taken to reduce invasive species and to improve water quality in the drainage areas. Director Grant asked why mowing is used on the Burnham Strip. Mr. Issel explained that mowing helps replicate the grazing that once happened on the coast and that it can give native species an advantage over non-natives. Mr. Issel also said that in speaking with Cal Fish and Wildlife and other technical advisors, the property is not a priority site for nesting birds or riparian habitat and that natural resource dollars are better used on native plants and pollinators and water quality improvements. Director Grant asked what steps are taken before mowing. Ms. Atmore stated that bird surveys were performed and that the contractor was asked to clean his tractor before arriving. Director Grant asked for a synopsis on white garden snails and Mr. Issel stated that the topic has been discussed and that it will be addressed in future meetings. Director Dye stated that because the snails are also on the Caltrans right of way, it is difficult to eradicate the snails. Director Grant asked for a further explanation of comments provided by RCD in response to a previous BioMaAs report on the site. Mr. Issel stated that his memory of the BioMaAs report was that it discussed broad data for the area rather than site specific data. Director Dye commented that a recent Ecological Rights Foundation (ERF) settlement with the Sewer Authority Midcoastside would require a \$30,000 donation toward an environmental group or project and wondered if the Burnham Creek area might be a good project for that money. Director Grant asked if there were updates in the site assessments over subsequent reports. Mr. Issel said that not all items listed in the management plan were completed considering that the plans for the property were development of a park. Director Grant stated that she would like to see measurable metrics used to monitor native and non-native species. Mr. Issel stated that a 2023 Vegetation Management Opportunities document was produced to help GCSD determine the best use of its natural resource funds. Director Marsh reminded the Board that there have been 2000+ pieces of public input on the development of the property. Mr. Duffy reiterated that the goal for the property has changed since 15 and 20 years ago and that if the goal is a park, resources should be invested in that goal. Director Grant emphasized her opposition to mowing and asked for data on the effectiveness. Director Randle asked if RCD could coordinate mowing directly or to work with staff to give recommendations for mowing contractors.

4. **Engineer's Report** –Director Dye asked for information on the recent review of the Harbor District sewer meter. Ms. Atmore explained that the Harbor District had SAM staff observe the meter and that there will be a third party inspection followed by and additional meetings with District Engineer John Rayner.
5. **Report on Sewer Authority Mid-Coastside Meetings** – Director Dye reported that a draft 5 year CIP was presented to the SAM Board and that additional details will be provided by SAM for review at the next GCSD meeting. The General Manager reported on his meetings with the other member agencies and SAM on the 5 year CIP. He also stated that several of the projects outside of the SAM IPS Montara force main replacement could possibly be moved out a year to meet the \$2.5 million per year CIP goal to allow for rate smoothing. Director Dye stated that the previous year's summary showed SAM was \$500,000 over budget due to costs related to engineering, chemicals, and equipment.

## **CONSENT AGENDA**

- 6. July 18 Regular Meeting Minutes.**
- 7. August 2024 Warrants.**
- 8. June 2024 Financial Statements.**

Director Dye asked for clarification on the additional \$50,000 spent over the expected SAM general budget, and Mr. Duffy stated he would follow up on that. Director Dye also stated that the money saved in CIP was due to deferring District CIP projects for the year to offset the cost of the SAM IPS Force Main work.

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

## **COMMITTEE REPORTS**

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

Director Marsh reported that she provided a written report for the MCC meeting she attended on June 10 along with Mr. Duffy and Tom Conroy. Ms. Atmore stated that she will be attending the Leadership Corps program organized by the Leadership Council of San Mateo County.

## **INFORMATION CALENDAR**

- 10. Attorney's Report. (Parkin)**
- 11. General Manager's Report. (Duffy)**
- 12. Administrative Staff Report. (Atmore)**
- 13. Future Agenda Items.**

Director Marsh clarified that staff would provide a report on the upcoming RCD meeting at the September GCSD meeting.

## **ADJOURN TO CLOSED SESSION**

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

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

## **RECONVENE TO OPEN SESSION**

No reportable action.

## **ADJOURN REGULAR MEETING**

The meeting was adjourned at 8:42 p.m.

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Hope Atmore, Board Secretary

Date Approved by the Board: September 19, 2024



**Granada Community Services District**  
**September 2024 Warrants**  
**For the September 19, 2024 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
08/15/24	10112	AT&T	Inv dtd 07/05/24	6170 Utilities	386.91
08/15/24	10113	C.J. Brown & Company CPAs	Prof Svcs through 07/31/24	6010 Auditing	200.00
08/15/24	10114	San Mateo County Environmntl Health	CUPA Oversight/State Surcharge	6220 Miscellaneous	10.00
08/15/24	10115	Sewer Authority Mid-Coastside	Jul 2024 Pass Through	5014 SAM - Pass Through Costs	871.63
09/19/24	10116	Alhambra & Sierra Springs	Invoice dtd 08/29/24	6140 Office Supplies	48.46
09/19/24	10117	Barbara Dye	08/15/24 GCSD	6040 Directors' Compensation	190.00
09/19/24	10118	C.J. Brown & Company CPAs	Prof Svcs through 08/31/24	6010 Auditing	75.00
09/19/24	10119	City of Half Moon Bay	23/24 FY Reim Per Funding Agrmt	5120 Half Moon Bay Reimb - Parks	53,109.53
09/19/24	10120	Coastside Land Trust	Nature Journaling at Quarry Park	6310 Park Related Misc Expenses	294.46
09/19/24	10121	Comcast	09/13/24-10/12/24 Svcs	6170 Utilities	339.83
09/19/24	10122	Dudek	07/27/24-08/23/24 Prof. Svcs	6151 General Manager	5,555.88
09/19/24	10123	Harris & Associates	FY24-25 Assessment Submittal	6150 Professional Services	3,700.00
09/19/24	10124	Horizon Water and Environment LLC	Inv dtd 09/09/24	5130 Parks & Rec Professional Svcs	8,526.25
09/19/24	10125	Hue & Cry, Inc	Oct 2024 Pump Stn & Qrtly Ofc Alarm Oct-Dec 2024	6130 Office Maintenance & Repairs	132.88
09/19/24	10126	Jen Randle	08/15/24 GCSD	6040 Directors' Compensation	190.00
09/19/24	10127	Jill Grant	08/15/24 GCSD	6040 Directors' Compensation	190.00
09/19/24	10128	KBA Document Solutions, LLC	Inv dtd 08/16/24	6140 Office Supplies	48.02
09/19/24	10129	Kennedy Jenks	07/27/24-08/23/24 Svcs, Sum 202	6070 Engineering Services	4,440.80
09/19/24	10130	Matthew Clark	08/15/24 GCSD	6040 Directors' Compensation	190.00
09/19/24	10131	Nancy Marsh	08/15/24 GCSD & 06/10/24 MCC	6040 Directors' Compensation	380.00
09/19/24	10132	Pacifica Community TV	08/15/24 GCSD	6180 Video Taping	400.00
09/19/24	10133	PG&E (Office #4277-7)	Office Inv dtd 08/22/24	6170 Utilities	56.57
09/19/24	10134	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 08/15/24	6170 Utilities	430.46
09/19/24	10135	Recology of the Coast-V	23/24 SMC payment for 22/23 Delinquent Garbage	2225 Recology-Del Garbage	27,093.94
09/19/24	10136	Rodolfo Romero	Sep Cleaning	6130 Office Maintenance & Repairs	220.00
09/19/24	10137	San Mateo County Harbor District	Office Lease-Oct 2024	6120 Office Lease	5,050.00
09/19/24	10138	SDRMA	SDRMA Medical Benefit Premiums - October 2024	6062 Medical	4,991.78
09/19/24	10139	Sewer Authority Mid-Coastside	Sep 2024 Asmts & Collectns, Pass Thru Aug 2024	5010 SAM - General	201,145.08
09/19/24	10140	State Compensation Insurance Fund	Policy 9164816	6080 Insurance	997.64
09/19/24	10141	Streamline	Streamline Flex 09/01/24-10/01/24	6190 Computers	350.00
09/19/24	10142	Tri Counties Bank	Aug 2024 Card Charges	6140 Office Supplies	788.33
09/19/24	10143	US Bank Equipment Finance	Sep 2024 Svcs	6020 Copier lease	252.28
09/19/24	10144	Wittwer & Parkin	Aug 2024 Svcs	6090 Legal Services	2,772.00
<b>TOTAL \$</b>					<b>323,427.73</b>



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## Financial Statements

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Granada Community Services District  
July 2024

PRELIMINARY DRAFT

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PRELIMINARY DRAFT

# Financial Statements

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of July 31, 2024

<b>ASSETS</b>	<b>Jul 2024</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	70,345
Tri Counties Bank - Deposit	17,344
LAIF	8,748
CalTrust Liquidity Fund #0010	4,236,197
Undeposited Funds	9,013
<b>Total Cash &amp; Equivalents</b>	<b>4,341,873</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	93
<b>Other Current Assets</b>	
Interest Receivable	200
Prepaid Expenses	10,042
Excess ERAF Receivable	238,642
<b>Total Other Current Assets</b>	<b>248,884</b>
<b>Total Current Assets</b>	<b>4,590,850</b>
<b>Fixed Assets</b>	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,193,727)
<b>Total Fixed Assets</b>	<b>7,544,358</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	5,036,039
ERAF 5% Retention Receivable	26,516
<b>Total Investments or Other Non-Current Assets</b>	<b>5,062,555</b>
<b>Total Non-Current Assets</b>	<b>12,606,913</b>
<b>Total Assets</b>	<b>17,197,763</b>
<b>Deferred Outflows of Resources</b>	<b>132,940</b>

(Continued on next page)

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of July 31, 2024  
(Continued)

<b>LIABILITIES</b>	<b>Jul 2024</b>
<b>Accounts Payable</b>	
Accounts Payable	46,375
<b>Other Current Liabilities</b>	
Accrued Vacation	11,301
Deposits Payable	23,055
Due to AD	7,364
Payroll Liabilities	3,789
Recology-Delinquent Garbage Payable	37,266
<b>Total Other Current Liabilities</b>	<b>82,775</b>
<b>Total Current Liabilities</b>	<b>129,150</b>
<b>Other Non-Current Liabilities</b>	
Net Pension Liability	204,826
<b>Total Other Non-Current Liabilities</b>	<b>204,826</b>
<b>Total Non-Current Liabilities</b>	<b>204,826</b>
<b>Total Liabilities</b>	<b>333,976</b>
<b>Deferred Inflows of Resources</b>	<b>11,953</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	7,544,359
Unrestricted	9,440,415
<b>Total Net Position</b>	<b>\$ 16,984,774</b>

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the One Month Ended July 31, 2024

Revenue	Jul 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
<b>Operating Revenue</b>				
Sewer Service Charges-SMC	\$ -	\$ 232,083	\$ (232,083)	\$ 2,785,000
Connection Fees	8,225	1,567	6,658	18,800
<b>Total Operating Revenue</b>	<b>8,225</b>	<b>233,650</b>	<b>(225,425)</b>	<b>2,803,800</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	18,690	15,250	3,440	183,000
Net Incr.(Decr.) FV of Invstmts	(32)	-	(32)	-
SAM Refund from Prior Yr	-	83	(83)	1,000
ERAF Refund	-	-	-	500,000
Misc Income	150	500	(350)	6,000
Lease Revenue	5,000	5,000	-	60,000
Park Tax Allocation	93	78,333	(78,240)	940,000
AD OH Reimbursement	-	3,000	(3,000)	36,000
Recology Franchise Fee	-	3,833	(3,833)	46,000
<b>Total Non Operating Revenue</b>	<b>23,901</b>	<b>105,999</b>	<b>(82,098)</b>	<b>1,772,000</b>
<b>Total Revenue</b>	<b>32,126</b>	<b>339,649</b>	<b>(307,523)</b>	<b>4,575,800</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	99,595	100,093	(498)	1,201,119
SAM - Pass Through Costs	872	-	872	-
SAM - Collections	14,563	14,563	-	174,761
Depreciation Expense	24,024	-	24,024	-
CCTV	-	1,250	(1,250)	15,000
RCD - Parks	-	417	(417)	5,000
Half Moon Bay Reimb - Parks	-	2,250	(2,250)	27,000
Parks & Rec Professional Svcs	12,163	-	12,163	-
<b>Total Operations</b>	<b>151,217</b>	<b>118,573</b>	<b>32,644</b>	<b>1,422,880</b>
<b>Administration</b>				
Auditing	200	1,500	(1,300)	18,000
Copier lease	252	375	(123)	4,500
Directors' Compensation	950	1,250	(300)	15,000
Education & Travel Reimb	2,800	167	2,633	2,000
Employee Compensation	30,806	31,750	(944)	381,000
Engineering Services	-	2,917	(2,917)	35,000
Insurance	-	5,417	(5,417)	65,000
Legal Services	7,875	10,833	(2,958)	130,000
Memberships	-	833	(833)	10,000
Office Lease	5,050	5,167	(117)	62,000
Office Maintenance & Repairs	347	292	55	3,500
Other Property Maint.	2,108	-	2,108	-
Office Supplies	398	-	398	-
Professional Services	11,136	21,250	(10,114)	255,000
Publications & Notices	1,008	750	258	9,000

(Continued on next page)

Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the One Month Ended July 31, 2024  
(Continued)

Administration (Continued)	Jul 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
Utilities	1,185	1,333	(148)	16,000
Video Taping	400	417	(17)	5,000
Computers	350	417	(67)	5,000
Miscellaneous	3,268	83	3,185	1,000
Bank Service Charges	25	-	25	-
Park Related Misc Expenses	1,790	1,250	540	15,000
<b>Total Administration</b>	<b>69,948</b>	<b>86,001</b>	<b>(16,053)</b>	<b>1,032,000</b>
<b>Capital Projects</b>				
Infrastructure Repairs	47,600	47,935	(335)	575,217
6-yr CIP Phase 3	-	5,417	(5,417)	65,000
Mainline System Repairs	-	833	(833)	10,000
<b>Total Capital Projects</b>	<b>47,600</b>	<b>54,185</b>	<b>(6,585)</b>	<b>650,217</b>
<b>Total Expenses</b>	<b>268,765</b>	<b>258,759</b>	<b>10,006</b>	<b>3,105,097</b>
<b>Change in Net Position</b>	<b>(236,639)</b>	<b>80,890</b>	<b>(317,529)</b>	<b>1,470,703</b>
<b>Beginning Net Position</b>	<b>17,221,413</b>	<b>17,221,413</b>		<b>17,221,413</b>
<b>Ending Net Position</b>	<b>\$ 16,984,774</b>	<b>\$ 17,302,303</b>		<b>\$ 18,692,116</b>

# Supplementary Information

Granada Community Services District  
 Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
 (Unaudited)  
 For the One Month Ended July 31, 2024

July 2024	Sewer	Parks & Recreation	Total
<b>Revenue</b>			
<b>Operating Revenue</b>			
Connection Fees	\$ 8,225	\$ -	\$ 8,225
<b>Non Operating Revenue</b>			
Interest on Reserves	13,644	5,046	18,690
Net Incr.(Decr.) FV of Invstmnts	(24)	(8)	(32)
Misc Income	150	-	150
Lease Revenue	5,000	-	5,000
Park Tax Allocation	-	93	93
<b>Total Non Operating Revenue</b>	<b>18,770</b>	<b>5,131</b>	<b>23,901</b>
<b>Total Revenue</b>	<b>26,995</b>	<b>5,131</b>	<b>32,126</b>
<b>Expenses</b>			
<b>Operations</b>			
SAM - General	99,595	-	99,595
SAM - Pass Through Costs	872	-	872
SAM - Collections	14,563	-	14,563
Depreciation Expense	23,694	330	24,024
Parks & Rec Professional Svcs	-	12,163	12,163
<b>Total Operations</b>	<b>138,724</b>	<b>12,493</b>	<b>151,217</b>
<b>Administration</b>			
Auditing	150	50	200
Copier lease	189	63	252
Directors' Compensation	760	190	950
Education & Travel Reimb	2,100	700	2,800
Employee Compensation	23,141	7,665	30,806
Legal Services	4,906	2,969	7,875
Office Lease	3,787	1,263	5,050
Office Maintenance & Repairs	260	87	347
Other Property Maint.	958	1,150	2,108
Office Supplies	310	88	398
Professional Services	8,352	2,784	11,136
Publications & Notices	1,008	-	1,008
Utilities	1,085	100	1,185
Video Taping	300	100	400
Computers	262	88	350
Miscellaneous	2,453	815	3,268
Bank Service Charges	25	-	25
Park Related Misc Expenses	-	1,790	1,790
<b>Total Administration</b>	<b>50,046</b>	<b>19,902</b>	<b>69,948</b>
<b>Capital Projects</b>			
Infrastructure Repairs	47,600	-	47,600
<b>Total Expenses</b>	<b>236,370</b>	<b>32,395</b>	<b>268,765</b>
<b>Change in Net Position</b>	<b>\$ (209,375)</b>	<b>\$ (27,264)</b>	<b>\$ (236,639)</b>



GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: August 16, 2024 to September 12, 2024
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: September 19, 2024

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

APPLICATIONS RECEIVED

There was one application received this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Rows include applications for ADU, VAR, and 1A classes.

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 list various permit numbers and details.

Shaded items were previously reported.

SEWER HOOK-UPS

There was one hook-up this period:

Table with 8 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Row details a sewer hook-up permit.

SPECIAL NOTES:

Granada Community Services District  
FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Update Records Retention Policy	Board	TBD	To occur with code/bylaws
2	Recology Rate Incr. and Prog Update	Board	October	
3	Asset Threshold Review	Staff	October	
4	Variance Procedures	Staff	January	
5	SSC Rate Study Presentation	Staff	TBD	Bartle Wells to present
6				
7				
8				
9				