



## GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, January 16, 2025

### **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: January 16, 2025 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:	Jen Randle
	Vice-President:	Barbara Dye
	Director:	Wanda Bowles
	Director:	Jill Grant
	Director:	Nancy Marsh

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

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

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

**GENERAL PUBLIC PARTICIPATION**

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

**REGULAR MEETING AGENDA**

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**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

<b>10. Attorney’s Report. (Parkin)</b>	
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**ADJOURN TO CLOSED SESSION**

**1) Conference with Real Property Negotiator.**

Government Code Section 54956.8

Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.

Under negotiation: Instruction to negotiator concerning price and terms of lease agreement.

**RECONVENE TO OPEN SESSION**

Report any reportable action taken in Closed Session.

**ADJOURN REGULAR MEETING**

At the conclusion of the December 19, 2024 Meeting:

Last Ordinance adopted: No. 177.

Last Resolution adopted: No. 2024-07.

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Request of Waiver from District Code section 603 Variance Procedure: Tony Uccelli, APN 047-122-010, Corner of Columbus and Sonora

Date: January 16, 2025

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Attached is a request to waive the Variance requirement pursuant to District Code Section 603 for a nonconforming parcel in El Granada. The project proposes the new construction of an 1,828 sq. ft. single-family dwelling, with an attached 597 sq. ft. ADU on lot 16, a 3,986 sq. ft. parcel in the R-1/S-17 zoning district (5,000 sq. ft. minimum), located on the corner of Sonora and Columbus Streets in El Granada.

The parcel owner originally submitted a variance application in October of 2024 and upon review by staff and legal counsel, it was determined that some of the required findings for a variance could not be made due to the unique circumstances of the parcel in question. The applicant, or his family, own two adjacent lots to lot 16 for a combined total square footage for the three lots of approximately 16,000 square feet. One adjacent lot (lot 15) had a home dating back to the 1930's that was demolished, and the parcel is already approved by the County for redevelopment and has received a sewer permit from the District. The two remaining lots (16 and 17) both hold type A Certificates of Compliance and development of lot 16 has gone through County Planning review and is in the final phases of County Building review. While a lot line adjustment could create three conforming lots of over 5000 square feet each, requiring such an adjustment would be highly burdensome at this stage. Therefore, staff recommends granting a waiver from the variance requirement to allow for the issuance of a sewer permit for APN 047-122-010.

In order for the Board to consider granting a waiver from the District Code, the applicant must meet the four Necessary Determinations stated in Code Section 903:

- (01) In the absence of the waiver, the strict application of the provisions of this Code would result in a substantial hardship peculiar to the applicant and not generally applicable to other persons similarly situated
- (02) Granting of the waiver is necessary for the preservation and enjoyment by the applicant of substantial personal and/or property rights possessed by other persons similarly situated;

- (03) Granting of the waiver will not constitute a special privilege of the applicant; and,
- (04) Granting of the waiver will not be materially detrimental to the public health, safety and welfare, nor will it result in undue hardships to other persons.

Included for the Board's additional review:

1. Request for waiver
2. Variance Findings (prepared by Counsel)
3. Completed Variance Application Form
4. Assessor Map/GCSD Map
5. Site Plan and Relevant Pages
6. Certificate of Compliance
7. "No Acceptance of Fees" Form
8. Relevant Facts on Contiguous Properties

Tuesday, January 7, 2025 at 09:09:06 Pacific Standard Time

**Subject:** Re[9]: GCSD Sewer permit information -- APN 047-122-010  
**Date:** Monday, January 6, 2025 at 5:20:20 PM Pacific Standard Time  
**From:** tuccelli@prodigy.net  
**To:** Hope Atmore, Nora Mayen - GCSD Admin  
**Attachments:** UDAZ email logo.png, image005.png, image001.png, image002.png, image003.png, image004.png

Hi Hope,

Yes please put in my official request for hardship waiver for connection for this lot/parcel.

Chuck relayed this request should be positively received, but in addition to all the back-up I have already given to you, I might as well add final point for the Board/meeting:

Both this lot, and the lot next door (the one I already have the sewer approved for) are fully/nearly fully approved by the County, and all other agencies (including CCWD and Fire). Next door is literally fully approved and shovel-ready. This 4000 foot lot is on it's 2nd/final comments with Building for approval (it obviously has CDRC and County Planning approvals, as well as Water and Fire) ---- SO any thought of doing a lot line-adjustment now would totally torpedo multiple years of work on both lots, and honestly I don't even know what I would do if that was going to be a requirement. I would literally have to tear everything up and almost start over.

Again, I thought it made sense to plainly spell this out --- I really didn't even know this was a potential issue until we first met/discussed back in the middle of the Summer. In the future I would come to you sooner, but it's kind of a chicken/egg item because you need my plans too in order to evaluate.....

Thank you.



**Tony Uccelli**

P: (650) 464-8291

F: (650) 594-9765

[Tuccelli@prodigy.net](mailto:tuccelli@prodigy.net)

----- Original Message -----

From "Hope Atmore" <[hatmore@granada.ca.gov](mailto:hatmore@granada.ca.gov)>

To "[tuccelli@prodigy.net](mailto:tuccelli@prodigy.net)" <[tuccelli@prodigy.net](mailto:tuccelli@prodigy.net)>; "Nora Mayen - GCSD Admin" <[gcsdadmin@granada.ca.gov](mailto:gcsdadmin@granada.ca.gov)>

Date 1/6/2025 4:13:28 PM

Subject Re: Re[7]: GCSD Sewer permit information -- APN 047-122-010

| Hi Tony and happy new year!

**FINDINGS FOR SEWER PERMIT VARIANCE**

**Ucelli**

**APN: 047-122-010**

**Sonora 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-17 (R-1) and the parcel is 3,986 square feet. There are vacant parcels sharing a boundary line with the subject parcel. The vacant parcels are (APN 047-122-180, 047-122-20) owned by the applicant or his family. However, the parcels were not in common ownership previously and the applicant has a Certificate of Compliance for the parcel and it is therefore a separate legal lot.

Lots 16, block 49, is designated on the Map entitled "Plat of Subdivision No. 5 of Granada, San Mateo County, California" filed in the Office of the County Recorder of San Mateo County, State of California on December 7, 1908 of Maps, at Page 50. Lot 28 was first conveyed separately from any adjacent parcels on December 7, 1908. 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. The parcel also has Certificate of Compliance. 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:** A Certificate of Compliance has been issued by the County of San Mateo.

- (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 1,395.1 square feet in this case. The maximum site coverage for impervious non-structures is 10%, which equals 398.6 square feet in this case. The proposed coverage for the structure is 1,368 square feet (34.3%), which is within the maximum allowable site coverage. The coverage for the proposed impervious non-structures is 390 square feet (9.7%), 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 3,986 square feet in size (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 1,014 square feet i.e., 20% 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 3,986 square feet (short of the 5,000 square foot minimum zoning requirement used for buildout calculations by 1,014 square feet, i.e. 20% of the minimum parcel size.) This could be considered a special privilege. However, this parcel has a certificate of compliance from the County of San Mateo and is a legal lot. Other lots in area have single-family homes.

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.

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:** This finding cannot be made. Contiguous parcels are owned by the Applicant or family members and the parcel can be rendered conforming through a lot line adjustment.

- (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:** This finding cannot be made. There are contiguous undeveloped parcels. A lot line adjustment or merger could render the subject parcel conforming.

- (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 October 1, 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 finding cannot be made. This parcel is 3,986 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 was a semi-annual Variance Application considered and approved on September 19, 2024. The issuance of this Variance will result in the issuance of more than one semi-annual variance within the past six months.

**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: 047 122 010 Lot(s): 16 Block: 49  
Parcel Address or Location: \_\_\_\_\_

Owner: Name(s) Tony Ucelli Phone: 650464 8291  
Address: 575 Alameda Fax #: \_\_\_\_\_  
San Carlos 94070 Cell #: \_\_\_\_\_

Owner's Agent: Name(s) \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Contractor: Name(s) Jeremy Shreckengust Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell #: 415420 3727

Parcel Sq. Footage: 3986 Zoning District: \_\_\_\_\_ Structure(s) Sq. Footage: 2058  
(Total)

Type of development (Check one): Single Family Dwelling: X 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.: 2058 Garage: 367 No. of Bedrooms: 3 No. of Baths: 3.5

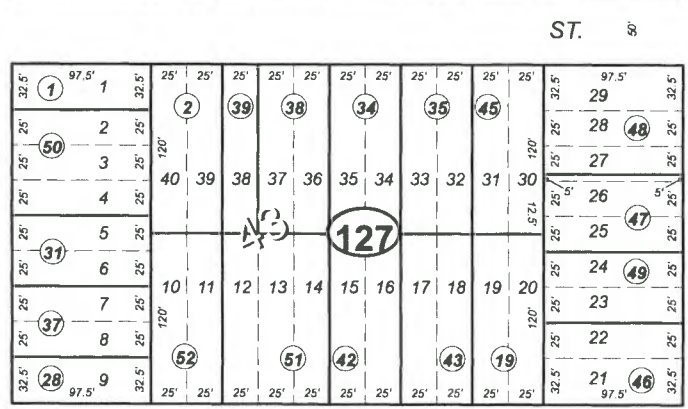
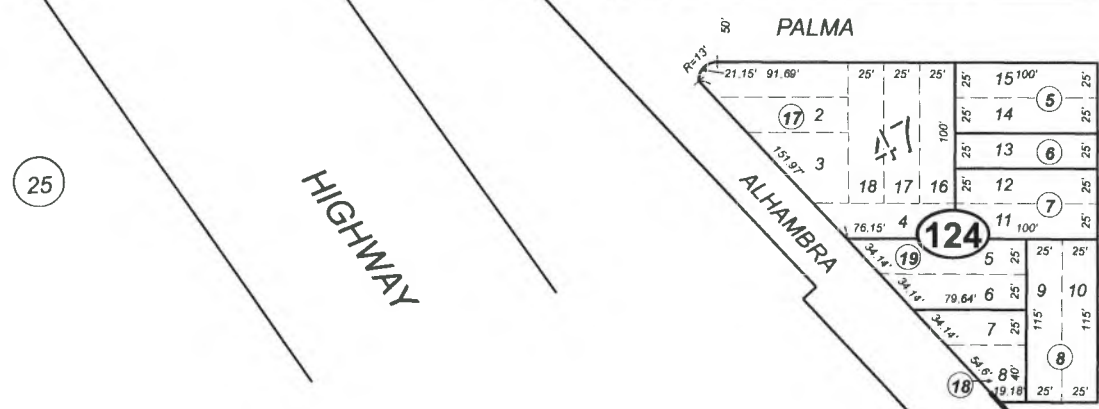
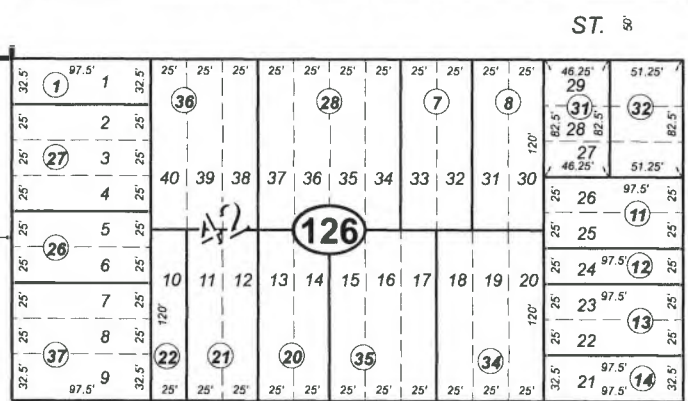
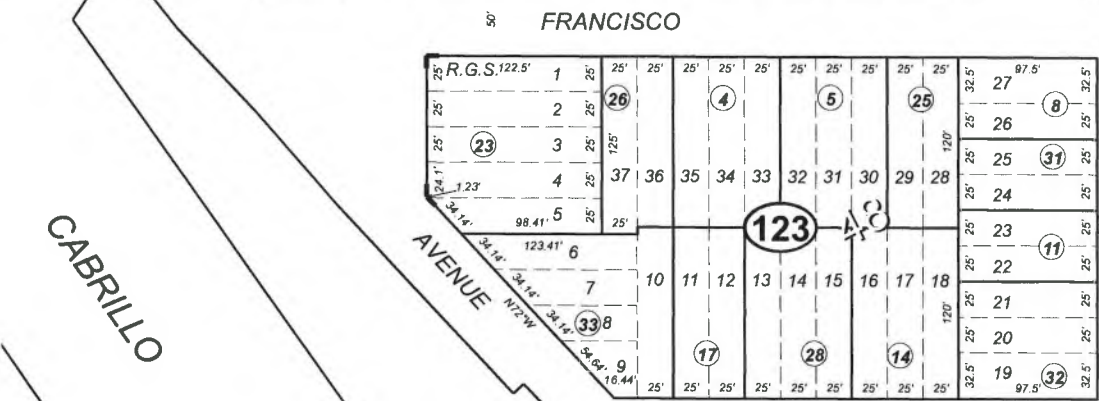
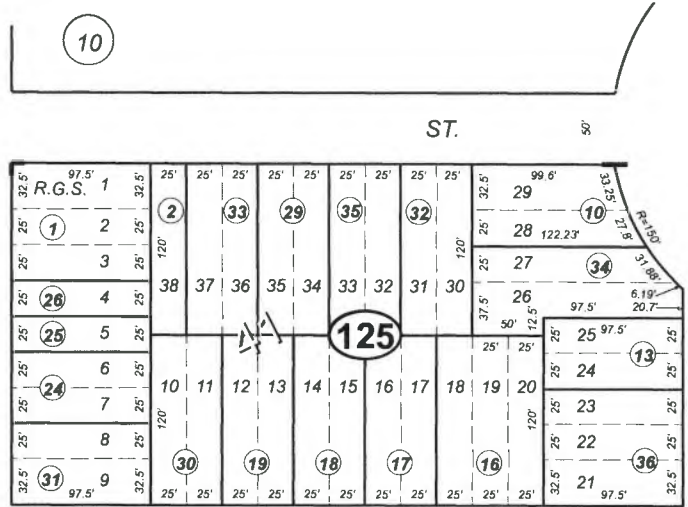
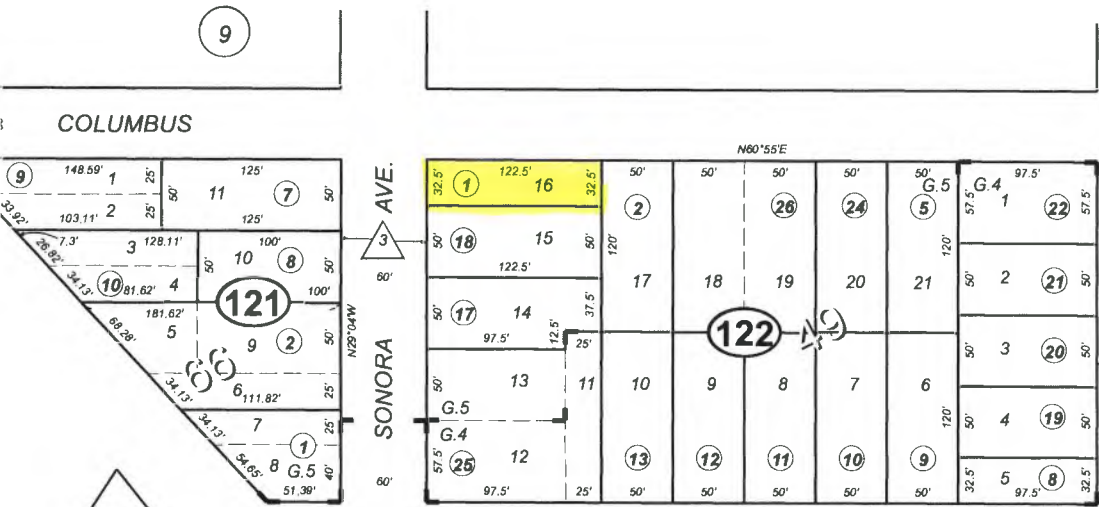
For Mixed Use Only:




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

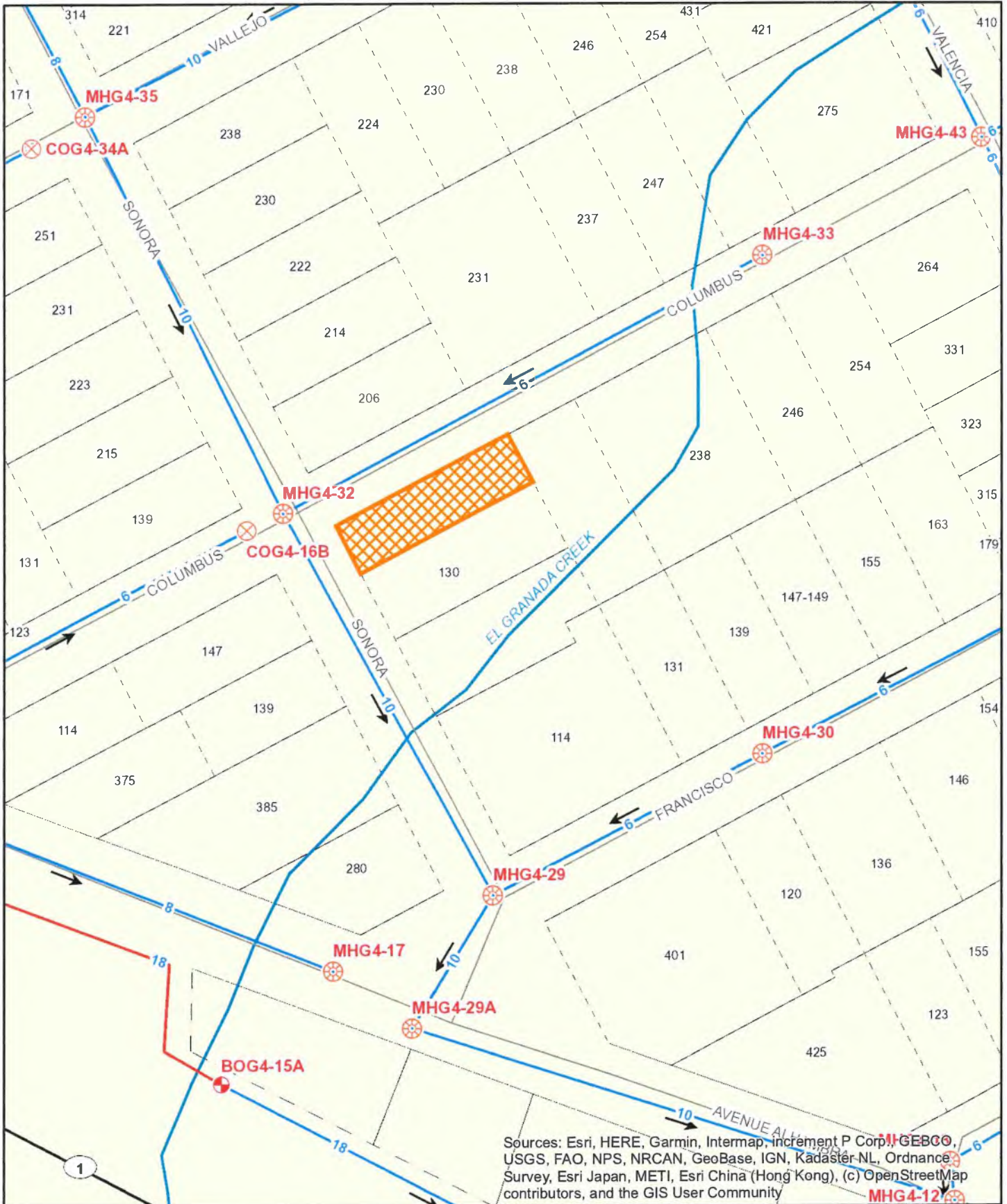
Applicants Signature: T. Ucelli Date: 10/1/27  
Printed Name: Tony Ucelli Address: 575 Alameda San Carlos

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

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



-  SUBDIVISION NO. 5 OF GRANADA RSM 6/54
-  SUBDIVISION NO. 4 OF GRANADA RSM 6/31
-  GRANADA RESUB OF SUBS 2 AND 3 RSM 6/31

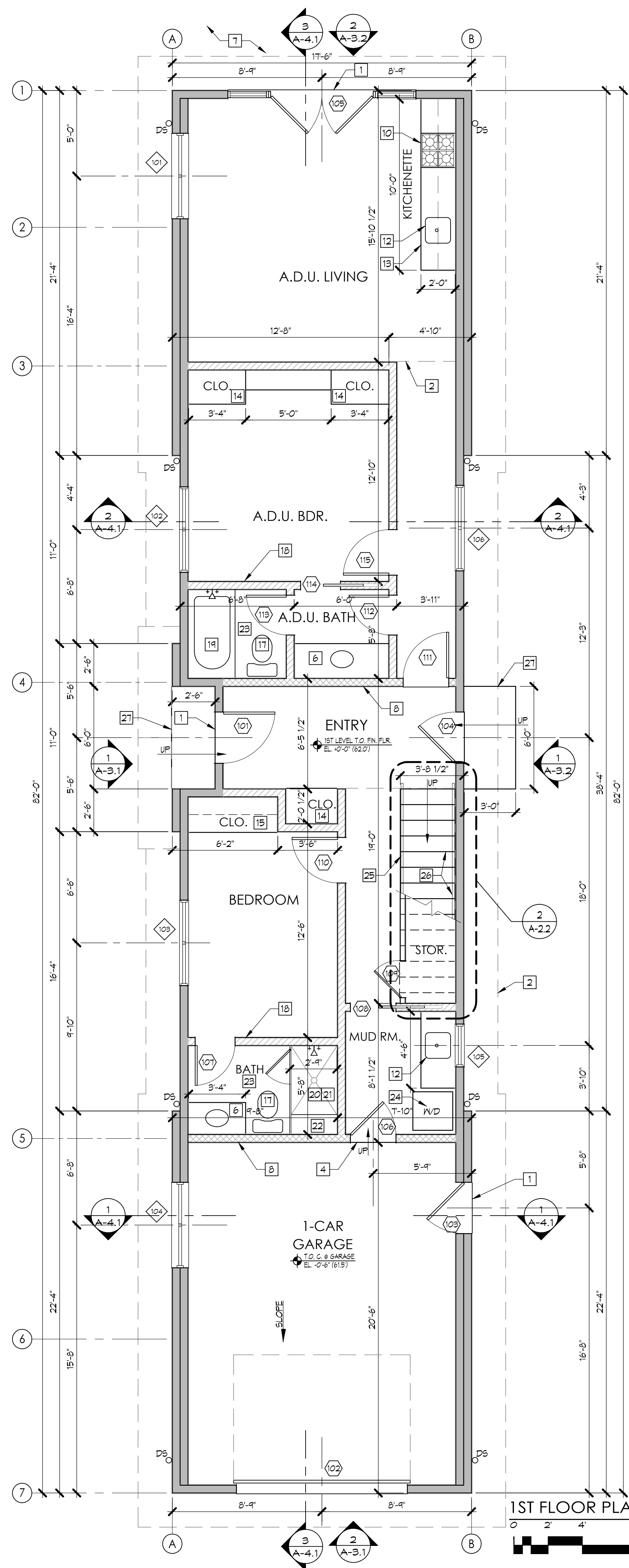


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08/29/2024

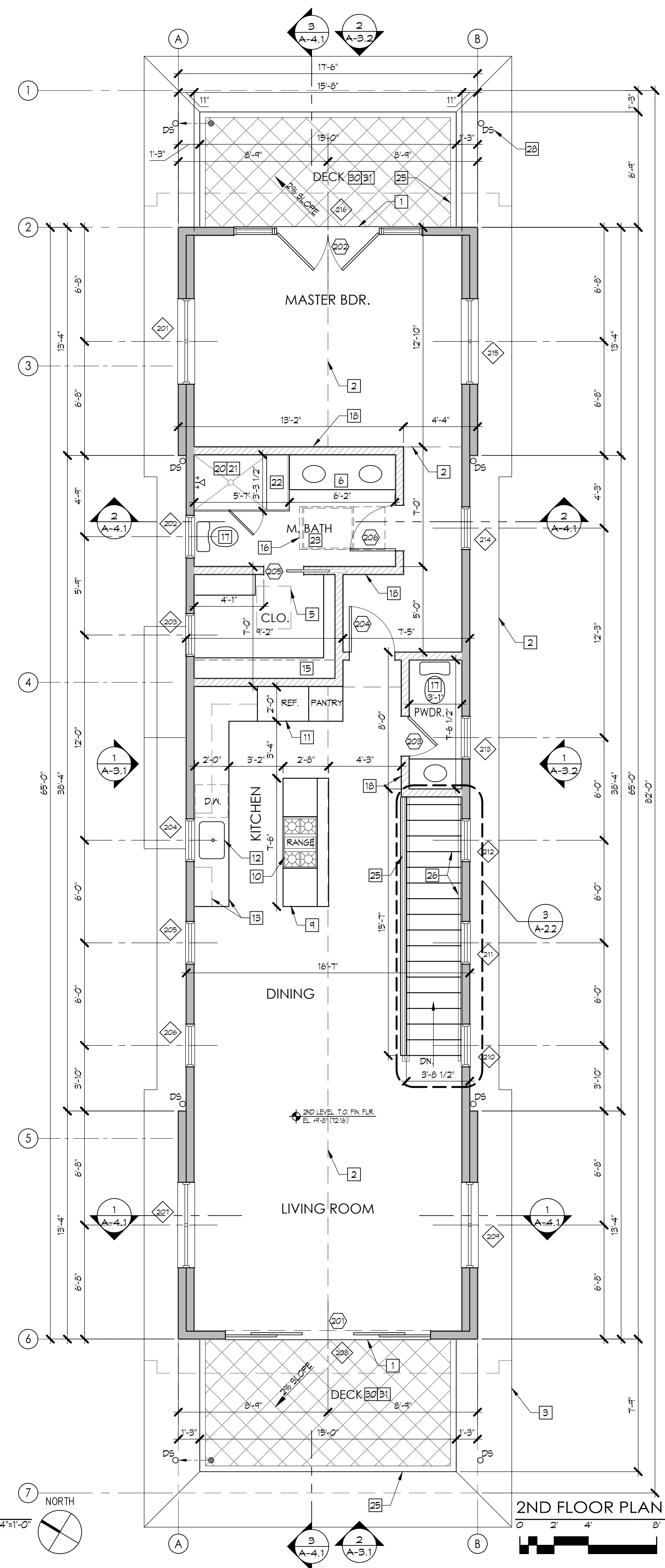
1:1,073  
1 in = 89 ft

**UCCELLI**  
047-122-010





1ST FLOOR PLAN



2ND FLOOR PLAN

KEYNOTES

- 1 EXTERIOR DOOR THRESHOLDS TO HAVE 6" MAX. DROP FOR IN-SWING DOORS & 1/2" MAX. FOR OUT-SWING DOORS SEE DETAILS 14, 15 & 16/A-1.2
- 2 LINE OF BUILDING / CEILING / ROOF ABOVE
- 3 LINE OF BUILDING / CEILING / ROOF BELOW
- 4 STEP UP FROM GARAGE TO HOUSE 6" RISER
- 5 24" x 30" ATTIC ACCESS ABOVE
- 6 BUILT-IN LOWER CABINET / VANITY
- 7 EXTERIOR HARDSCAPE @ PATIO / TERRACE / PORCH - SEE SITE PLAN & CIVIL PLAN
- 8 FIRE RATED WALLS & CEILING @ GARAGE W/ 1 LA. 5/8" TYPE X GYP. BD.
- 9 KITCHEN ISLAND
- 10 RANGE
- 11 BUILT-IN REFRIGERATOR
- 12 SINK
- 13 BUILT-IN UPPER & LOWER CABINET
- 14 FULL HEIGHT BUILT-IN / CLOSET
- 15 CLOSET SHELF & POLE
- 16 SKYLIGHT ABOVE, TYP. SEE RCP & ROOF PLAN
- 17 TOILET @ +1'-6" FROM WALL, 36" CLEAR WIDTH SPACE
- 18 ACOUSTIC INSUL/SOUND WALL AT BATHS & LAUNDRY
- 19 BATHTUB
- 20 SMOOTH, HARD NON-ABSORBANT SURFACE TO +12" MIN. ABOVE DRAIN INLET
- 21 TEMPERED GLASS SHOWER ENCLOSURE W/ 22" MIN. WIDE DOOR
- 22 TUB / SHOWER BENCH
- 23 PROVIDE BLOCKING FOR FUTURE GRAB BARS IN WALLS AT SHOWER AND TOILET, SEE (9.16) (A-1.2)
- 24 WASHER & DRYER - PROVIDE 4" DIA. VENT PIPE PER CODE W/ EXTERIOR VENT & SCREEN
- 25 42" HIGH RAILING, SEE ELEVS & DETAIL (12) (A-1.2)
- 26 STAIR & RAILING, SEE DETAILS (12) (A-1.2) (14) (A-1.2)
- 27 EXTERIOR STEPS, SEE DETAIL (1) (A-1.1)
- 28 DOWNSPOUT LOCATION, TYP. SEE ROOF PLAN A-2.2
- 29 WATER HEATER - PROVIDE SEISMIC STRAPPING & RAISED PLATFORM, SEE EX PLANS
- 30 BALCONY / DECK W/ TILE FINISH & W.P. MEMBRANE - SLOPE TO DRAIN
- 31 DECK DRAIN W/ OVERFLOW, CONNECT TO D.S. (16) (A-1.1)

FLOOR PLAN NOTES

1. DIMENSIONS ARE TO THE FACE OF THE STUD, UNLESS OTHERWISE NOTED
2. ALL CONSTRUCTION MUST MEET LOCAL CODES AND ORDINANCE
3. SEE A-3.1 FOR DOOR & WINDOW SCHEDULES

LEGEND

- EXTERIOR WALL (2 X 6 @ 16" O.C., EXTERIOR PLYND. SHEATHING W/ BLDG. PAPER + WOOD SIDING, INTERIOR 5/8" TYPE X GYP. BD., INSULATION BATTS)
- INTERIOR WALL (2 X 6 @ 16" O.C., WITH GYP. BD. BOTH SIDES)
- 1 HR. FIRE WALL (2 X 6 @ 16" O.C., WITH 5/8" TYPE X GYP. BD. BOTH SIDES)
- DOOR NUMBER - SEE SCHEDULE ON A-3.1
- WINDOW NUMBER - SEE SCHEDULE ON A-3.1



Kellond Architects

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Saratoga, California 95070

408.741.0600 ph.  
408.741.0610 fax

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PROJECT

New Residence

APN: 047-122-010  
T.B.D. Sonora Ave. - Lot 16  
El Granada, CA 94018

SHEET TITLE

1ST & 2ND FLOOR PLANS

REVISIONS

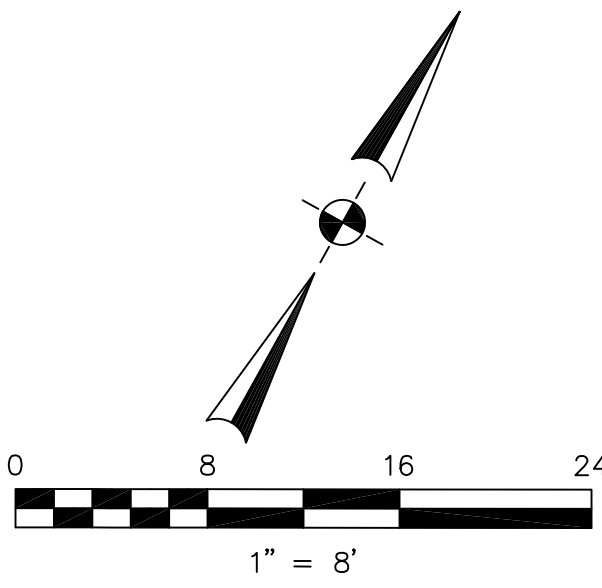
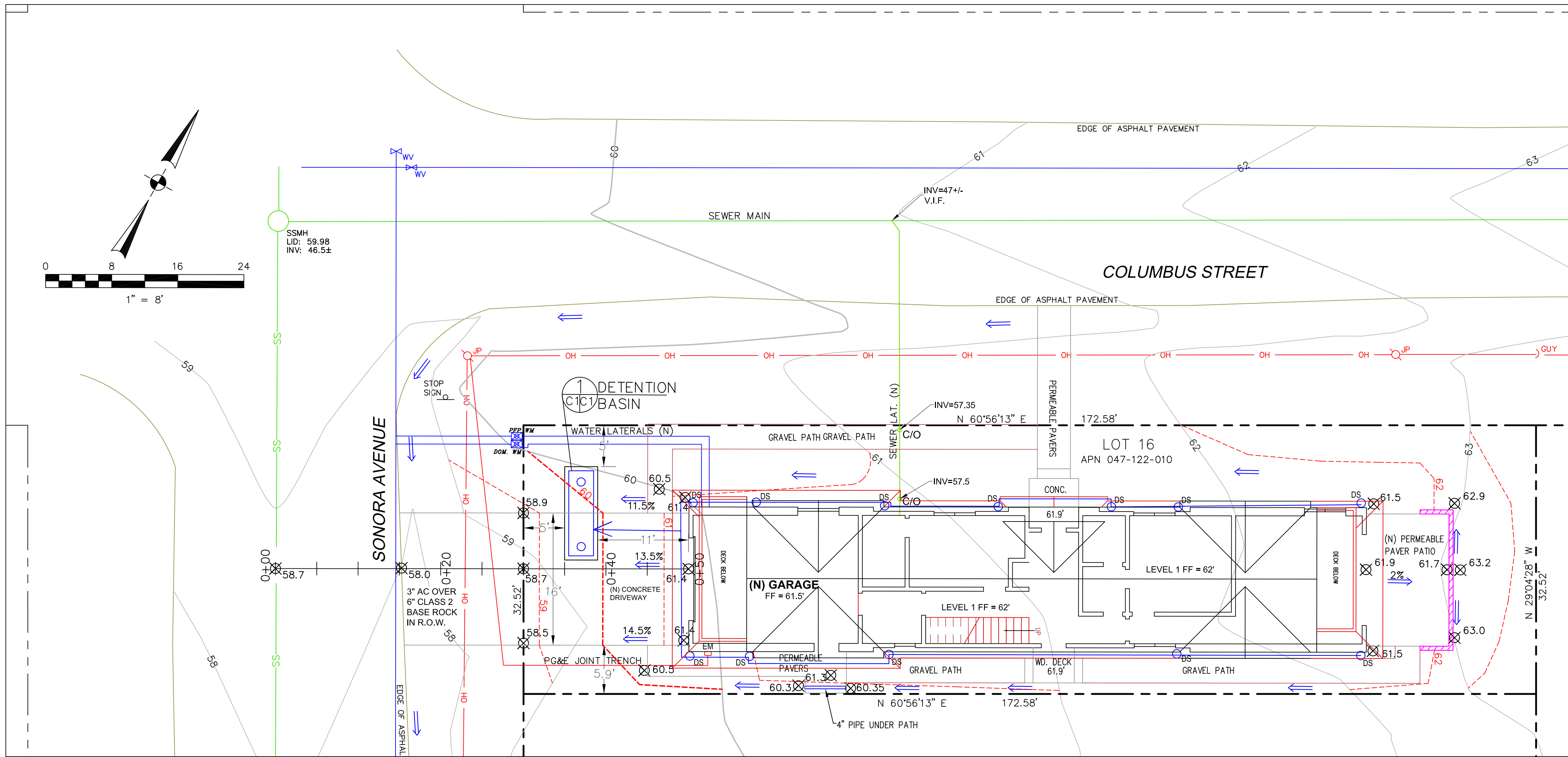
No.	Date	Notes

PROJECT #: 2022.12

DATE: OCTOBER 7, 2024

SHEET #: A-2.1

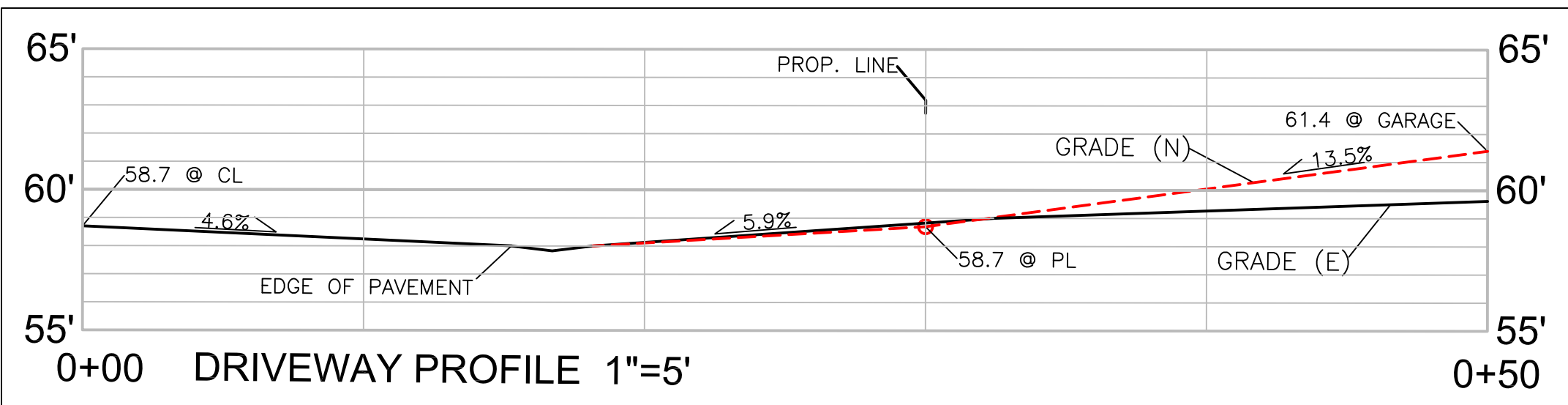
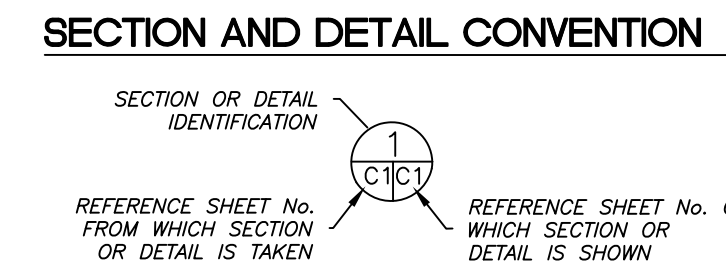




- LEGEND**
- EXISTING CONTOURS
  - PROPOSED CONTOURS
  - PROPOSED SPOT ELEVATION  
61.3
  - DOWNSPOUT
  - 4" MIN SOLID DRAIN PIPE
  - PROPOSED RETAINING WALL - MAX HEIGHT = 18"

- DRAINAGE NOTES**
- DRAINAGE INTENT: IT IS THE INTENT OF THE DRAINAGE SYSTEM TO CONVEY ROOF RUNOFF TO A SAFE LOCATION, AND TO MINIMIZE EXCESSIVE MOISTURE AROUND FOUNDATIONS. DIRECT SLOPES SUCH THAT STORMWATER WILL NOT BE DIVERTED ONTO ADJACENT PROPERTIES.
  - SMALL SIZE OF HOUSE ALLOWS FOR PRESCRIPTIVE DRAINAGE REQUIREMENTS, HOWEVER THERE IS NO ROOM FOR PRESCRIPTIVE DRAINAGE MEASURES. DETENTION BASIN IS SIZED BASED ON STANDARD DRAINAGE MEASURES.
  - ALL DOWNSPOUT DRAIN LINES SHALL LEAD TO DETENTION, AS SHOWN.
  - ALL ROOF DRAINAGE PIPES SHALL BE 4" DIAMETER MINIMUM SOLID PIPE, SLOPED AT 1% MINIMUM.
  - IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO CHECK ON ALL STORMWATER FACILITIES SUCH AS ROOF GUTTERS, DOWNSPOUT LINES, AND THE DETENTION BASIN TO BE SURE THAT THEY ARE CLEAR OF EXCESSIVE DEBRIS AND OPERATING EFFICIENTLY. THE FACILITIES SHALL BE CHECKED EVERY FALL AND PERIODICALLY DURING THE RAINY SEASON.

- GRADING NOTES**
- CUT VOLUME : 30 CY  
FILL VOLUME : 0 CY
- VOLUMES ABOVE ARE APPROXIMATE.
- THE SUBGRADE BELOW ALL PAVED AREAS SHALL BE BASEROCK COMPACTED TO 95%.
- ALL GRADING SHALL CONFORM TO LOCAL CODES AND ORDINANCES.
- ALL TRENCHES UNDER PROPOSED PAVED AREAS OR CONCRETE SHALL BE BACKFILLED TO SUBGRADE ELEVATION WITH COMPACTED APPROVED GRANULAR MATERIALS. IF TRENCHES ARE IN PROPOSED LANDSCAPE AREAS, THEY SHALL BE BACKFILLED WITH COMPACTED APPROVED GRANULAR MATERIAL TO WITHIN ONE FOOT OF FINISHED GRADE, AND THEN FILLED WITH HAND TAMPED SOILS.



- GENERAL NOTES**
- PLANS PREPARED AT THE REQUEST OF: TONY UCCELLI, OWNER
  - TOPOGRAPHY BY BGT LAND SURVEYING, SURVEYED 6-28-19.
  - THIS IS NOT A BOUNDARY SURVEY.
  - ELEVATION DATUM ASSUMED.
  - THE GEOTECHNICAL REPORT: **GEOTECHNICAL STUDY: UCCELLI PROPERTY, LOT 16, APN 047-122-010, SONORA AVENUE**; DATE: 3-31-22, BY SIGMA PRIME GEOSCIENCES, INC. PROJECT NO. 21-228 SHALL BE RETAINED ON THE CONSTRUCTION SITE. THE GEOTECHNICAL ENGINEER OF RECORD IS SIGMA PRIME GEOSCIENCES, INC. ASSOCIATES, WITH THE CONTACT NUMBER (650)-728-3590. THE CONTRACTOR MUST NOTIFY THE GEOTECHNICAL ENGINEER OF RECORD AT LEAST 48 HOURS BEFORE CONSTRUCTION OF GEOTECHNICAL RELATED WORK. THE GEOTECHNICAL PART OF CONSTRUCTION WORK, INCLUDING BUT NOT LIMITED TO, ALL THE EARTHWORK AND FOUNDATION CONSTRUCTIONS, MUST SHALL BE APPROVED BY THE GEOTECHNICAL ENGINEER OF RECORD.
  - STORMWATER MANAGEMENT CONSTRUCTION INSPECTIONS SHALL BE SCHEDULED FOR APPLICABLE DRAINAGE INSPECTIONS, WHICH INCLUDE SITE CLEARANCE AND EROSION CONTROL MEASURES INSTALLATION AS WELL AS INSPECTION OF MAJOR DRAINAGE CONTAINMENT, TREATMENT, AND CONVEYANCE DEVICES BEFORE BEING BURIED (INCLUDING REQUIRED MATERIAL LABELS, E.G. PIPES, SUG-GRADE MATERIALS, ETC.). PLEASE FOLLOW THE INSPECTION CARD INSTRUCTIONS CALL SIGMA PRIME AT 650-728-3590 TO SCHEDULE DRAINAGE INSPECTIONS ACCORDINGLY. THERE SHALL BE THREE INSPECTIONS: ONE FOR EROSION CONTROL INSTALLATION, ONE BEFORE DRAINAGE FACILITIES ARE BURIED, AND ONE FOR FINAL WALK AROUND.

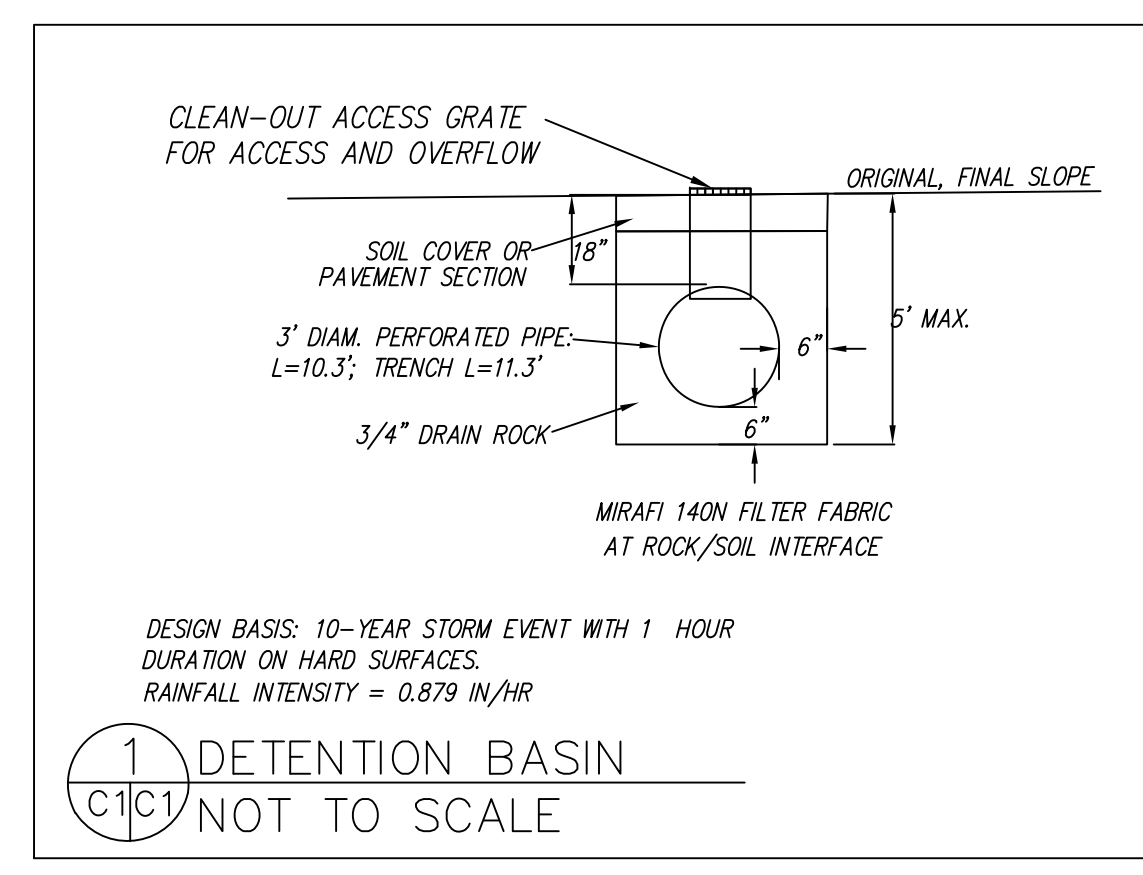
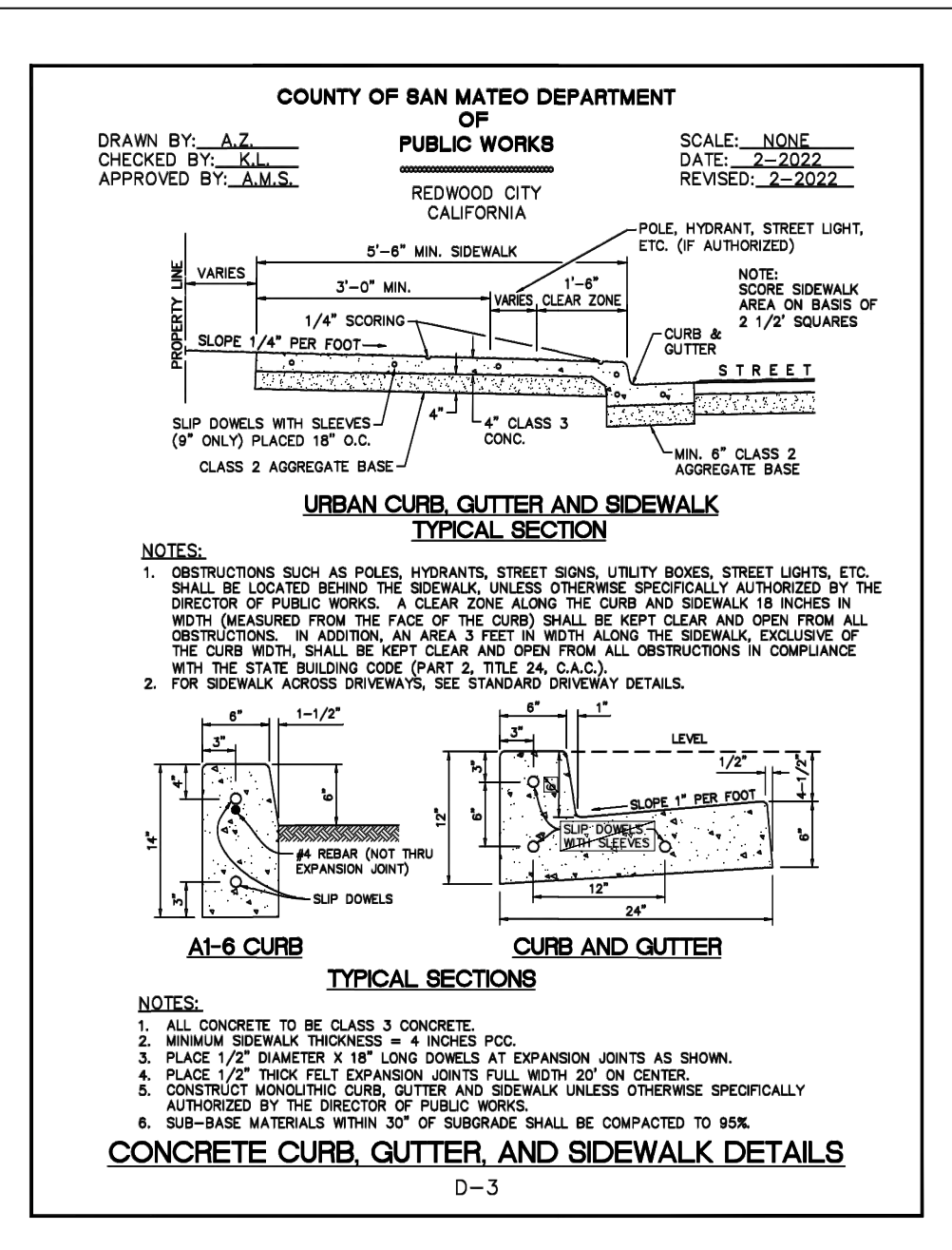
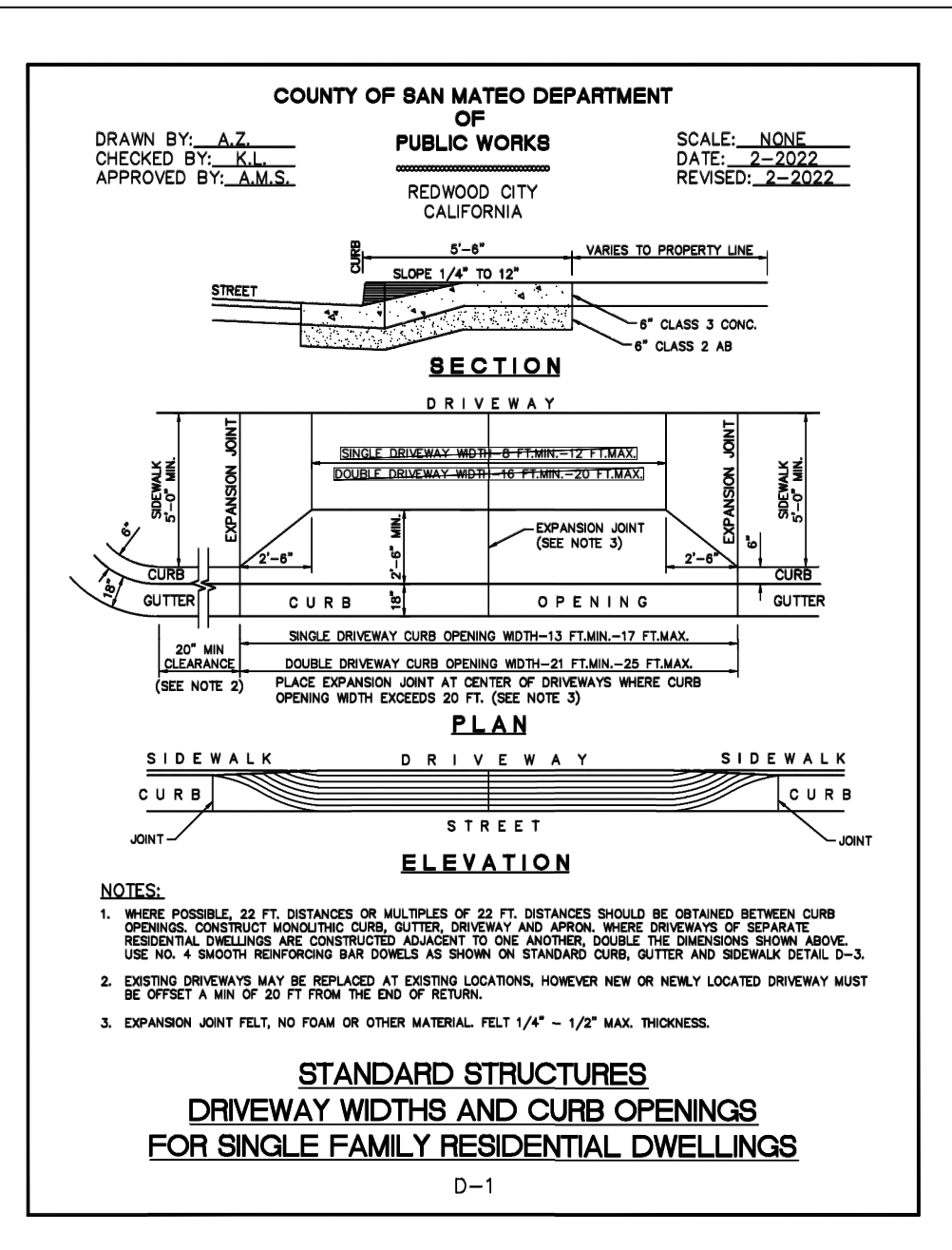
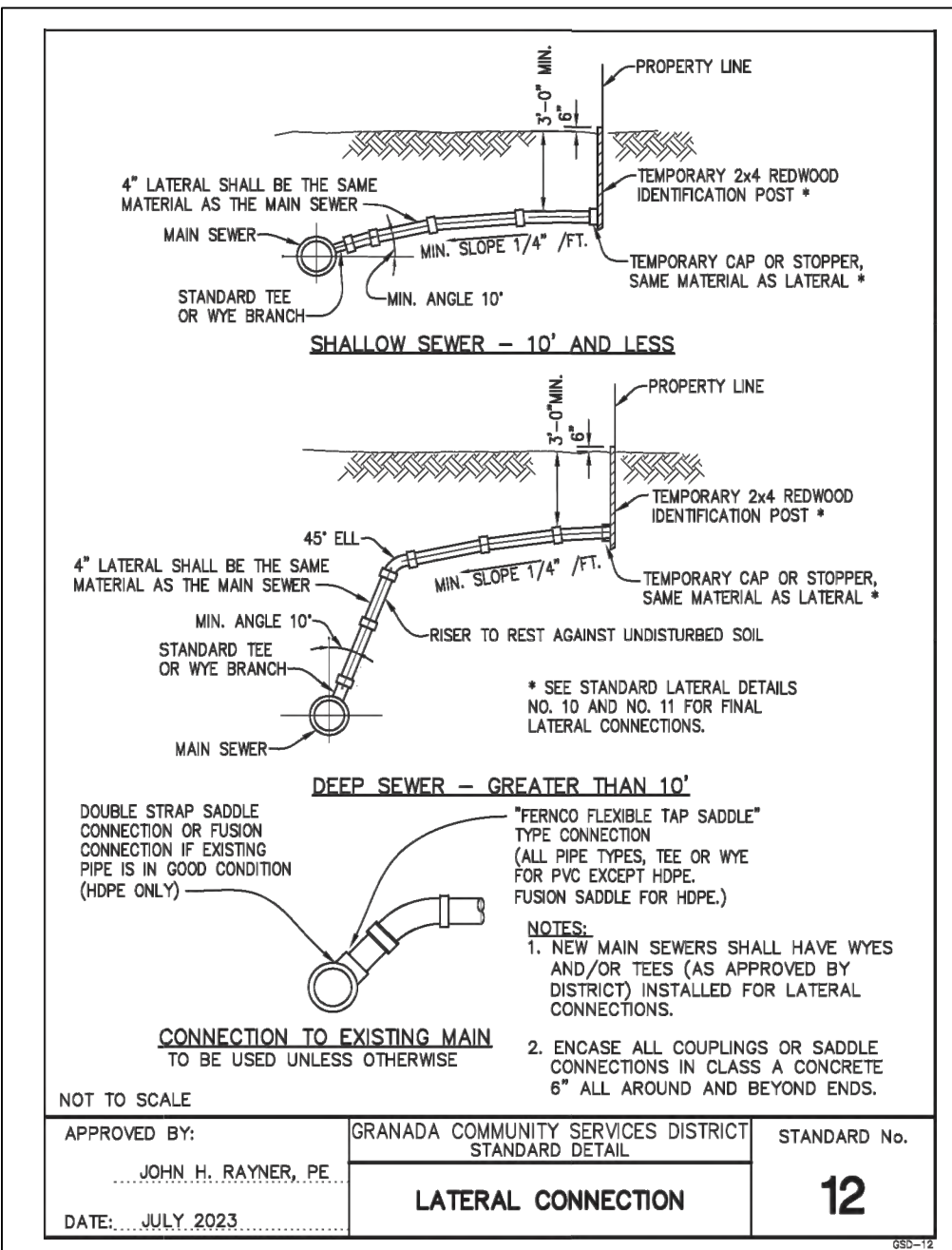
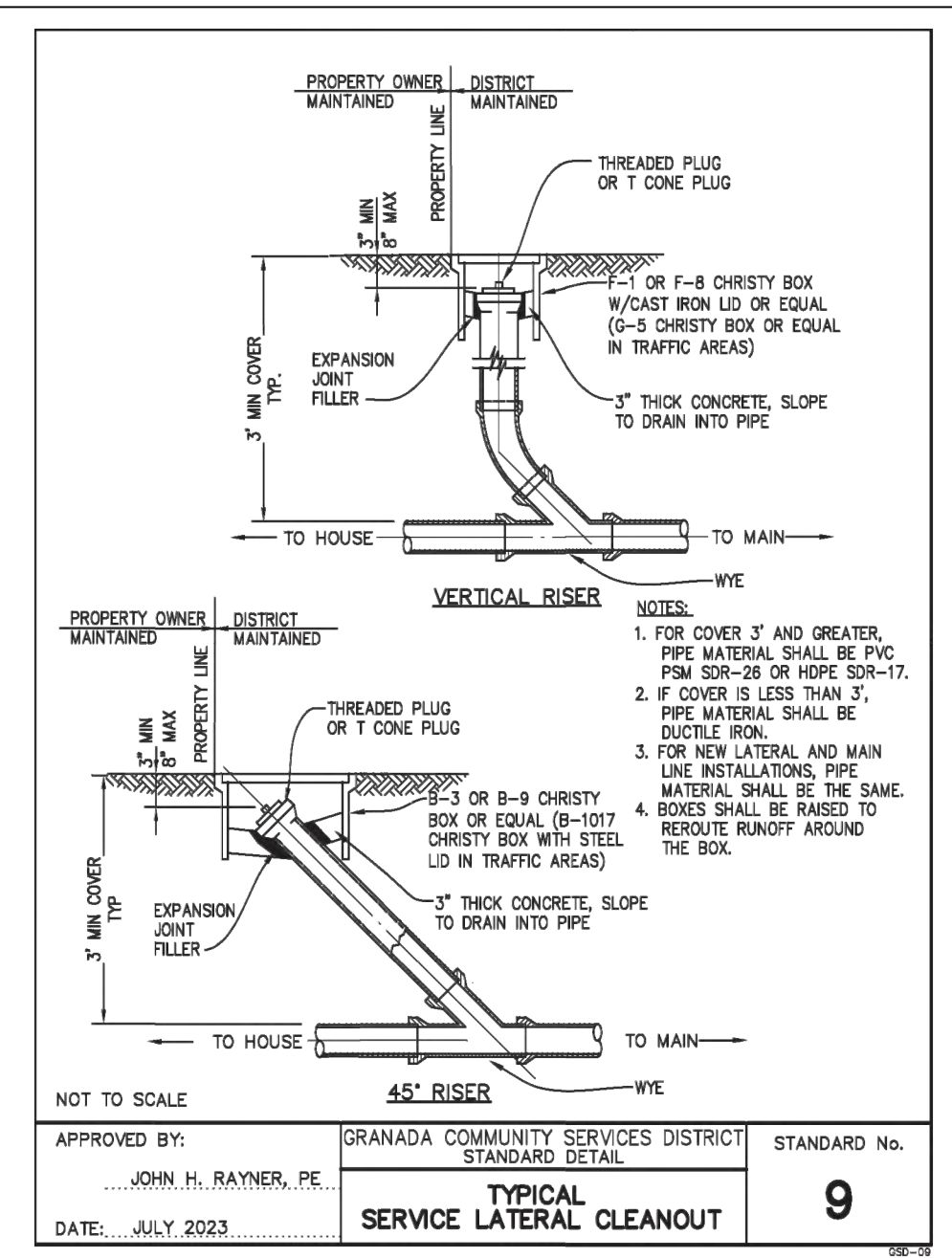


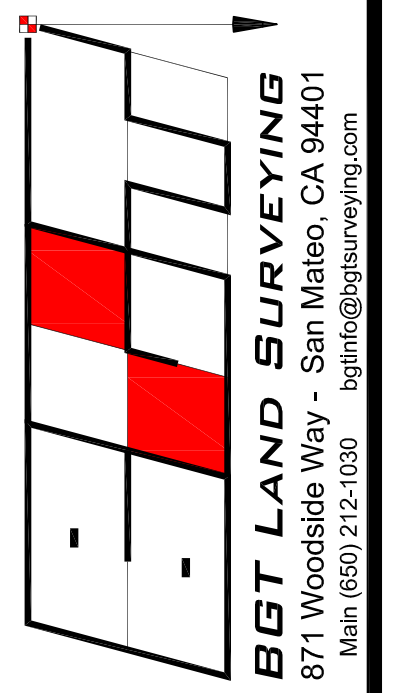
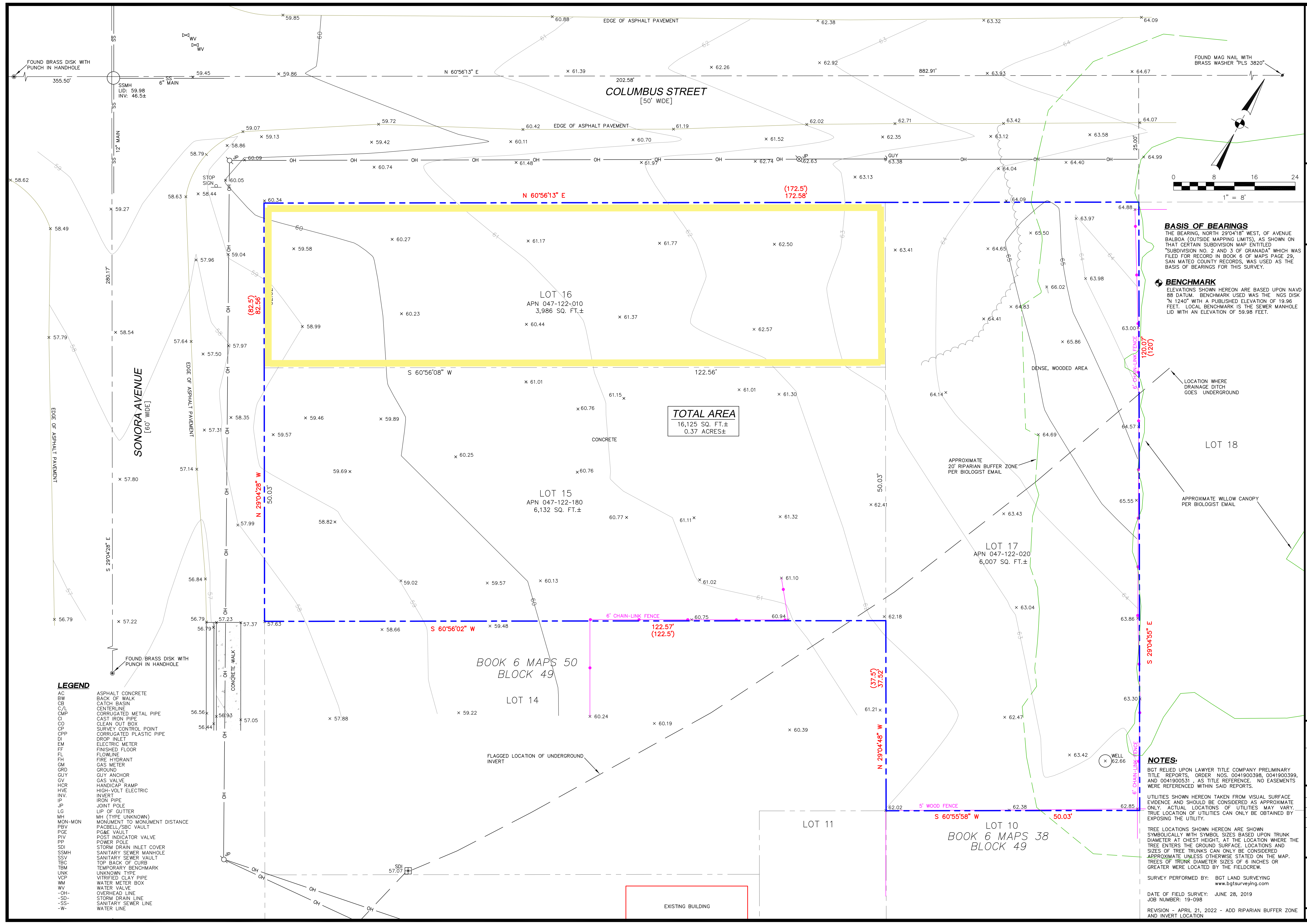
Sigma Prime Geosciences, Inc.  
SIGMA PRIME GEOSCIENCES, INC.  
332 PRINCETON AVENUE  
HALF MOON BAY, CA 94019  
(650) 728-3590  
FAX 728-3593

DATE: 2-13-23  
DRAWN BY: CMK  
CHECKED BY: AZG  
REV. DATE: 6-12-24  
REV. DATE: 8-27-24  
REV. DATE:

GRADING AND DRAINAGE PLAN  
UCCELLI PROPERTY, LOT 16  
COLUMBUS STREET  
EL GRANADE  
APN 047-122-010

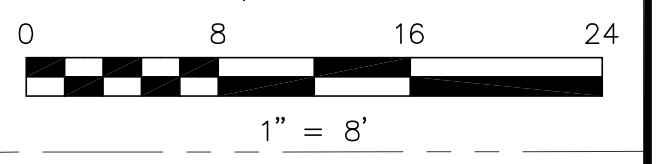
SHEET  
C-1





**BASIS OF BEARINGS**  
THE BEARING, NORTH 29°04'18" WEST, OF AVENUE BALBOA (OUTSIDE MAPPING LIMITS), AS SHOWN ON THAT CERTAIN SUBDIVISION MAP ENTITLED "SUBDIVISION NO. 2 AND 3 OF GRANADA" WHICH WAS FILED FOR RECORD IN BOOK 6 OF MAPS PAGE 29, SAN MATEO COUNTY RECORDS, WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

**BENCHMARK**  
ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 88 DATUM. BENCHMARK USED WAS THE NOS DISK "N 1240" WITH A PUBLISHED ELEVATION OF 19.96 FEET. LOCAL BENCHMARK IS THE SEWER MANHOLE LID WITH AN ELEVATION OF 59.98 FEET.



**BOUNDARY AND TOPOGRAPHIC SURVEY**  
LOTS 15-17, BLOCK 49, "SUBDIVISION NO. 5 GRANADA" (BOOK 6 MAPS 50)

**130 SONORA AVENUE**  
EL GRANADA, SAN MATEO COUNTY, CALIFORNIA

**NOTES:**

BGT RELIED UPON LAWYER TITLE COMPANY PRELIMINARY TITLE REPORTS, ORDER NOS. 0041900398, 0041900399, AND 0041900351, AS TITLE REFERENCE. NO EASEMENTS WERE REFERENCED WITHIN SAID REPORTS.

UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSING THE UTILITY.


TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOL SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZES OF TREE TRUNKS CAN ONLY BE CONSIDERED APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES OF TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELDCREW.

SURVEY PERFORMED BY: BGT LAND SURVEYING  
www.bgtsurveying.com

DATE OF FIELD SURVEY: JUNE 28, 2019  
JOB NUMBER: 19-098

REVISION - APRIL 21, 2022 - ADD RIPARIAN BUFFER ZONE AND INVERT LOCATION

Assessor Parcel Number:	047-122-010 047-122-020 047-122-180
Prepared For:	TONY UCCELLI 575 Alameda de las Pulgas San Carlos, CA 94070
Date:	OCT. 2022
Scale:	1" = 8'
Contour Interval:	1'
Drawn by:	LHL
Revisions:	APRIL, 2022
<b>SU-1</b>	
Job No.	19-098

<p>Recorded at the Request of, and When Recorded Return to: Glen Jia, 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>2021-108724 CONF</b></p> <p>County 4:07 pm 07/21/21 CC Fee: 26.00 Count of pages 4 Recorded in Official Records County of San Mateo Mark Church Assessor-County Clerk-Recorder</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 2021-00228

The County of San Mateo has received a request from Tony Uccelli, 575 Alameda de las Pulgas, San Carlos, CA 94070, to determine if the real property owned by Andrew Anthony Uccelli, trustee of the Andrew Anthony Uccelli Revocable Trust Agreement dated June 17, 2015, identified as Lot 16 in Block 49, as shown on that certain map entitled "Plat of Subdivision No. 5 of Granada, San Mateo County, California" filed in the Office of the County Recorder of San Mateo County, December 7, 1908 in Book 6 of Maps, page 50, and further described below, complies with the provisions of the California Subdivision Map Act and the San Mateo County Subdivision Ordinance.

Property Description

(APN: 047-122-010)

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 16 in Block 49, as delineated upon that certain Map entitled, "Plat of Subdivision No. 5 of Granada, San Mateo County, California", filed for record in the office of the Recorder of the County of San Mateo, State of California on December 7, 1908 in Book 6 of Maps, at page 50.

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

The above parcel (APN: 047-122-010) was conveyed separately from surrounding parcels for the first time on May 8, 1912 prior to July 20, 1945, the effective date of the County's first

**Certificate of Compliance**

APN: 047-122-010

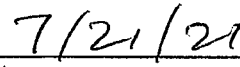
Page 2

Subdivision Ordinance. 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  
Community Development Director  
County of San Mateo



\_\_\_\_\_  
Date

LAA:SWS:cmc – SWSFF0735\_WCN.DOCX

Granada Community Services District

PROPERTY OWNER STATEMENT  
"NO ACCEPTANCE OF FEES"

I / we Tony Jucali have submitted a sewer permit Variance Application to the District regarding the Property described as Vacant - Sierra Lot 10 Block 49, (Enter address or, if vacant, enter "Vacant" with the street name, parcel lot number and block number), Assessor's Parcel No(s). 047 - 122 010, 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 TJucali

10/1/27

(NAME PRINTED)

Signature:

Date:

X \_\_\_\_\_

\_\_\_\_\_

(NAME PRINTED)

Hi Nora,

Some additional follow-up info to request below -- attempting to answer as many of the items below as possible, while also factoring that I have common ownership with the contiguous lots to this parcel. I'd like to stress that while I am common owner of all the lots, they are all held under different title because some are for me individually, while others involve my wife and kids -

Even more importantly, the initial lots are being developed for sale, while the later lots are planned to be held as long-term investments. So the development is actually being done in phases, with totally different goals, which causes immediate issues with concept of merging the lots, without even thinking about the negative financial impacts of such action.

Variance request lot 16 -- APN 047-122-010 ---- I own this lot in my Revocable Trust -- this lot is approx 4000 sq feet, so much larger than some of the smaller 2500 ft lots that have had house built on in the area. I have type A Certificate of Compliance for this lot -- it has been a legal/distinct lot for over 100 years.

Adjacent lot 15 -- APN -047-122-180 -- this lot is owned by UDAZ. The lot is over 6000 sq. feet --- this lot had a house on it since the 1930's, which I demolished in 2020. I have a fully entitled home ready to pull permits on this lot. Planning approval was achieved through BOTH the County and CDRC. We are going to begin building in the next two months (weather permitting). From economic perspective it makes no sense to merge the two lots together. The hopeful "buyer" of either lot could never offer the "seller" proper value, versus keeping the lot separate. The goal of increased housing would be missed, AND the type of house that would go on 10,000 foot lot would be inappropriate for this neighborhood, and face very difficult pass with CDRC. In fact, both of the homes I've designed on these lots are under max size/height limits because the neighbors don't want massing that is too large for street.

Rear perpendicular lot 17 -- APN 047-122-020 -- lot owned by different SBUAZ LLC (LLC for my daughters). The lot is 6000 sq. feet --- this lot only connects on 32' of backside of lot 16 (see attached Topo) -- Merging makes very little logistical sense. Also lot 17 has a culvert running through it that requires additional planning. Plus long-goal here is to develop/keep this lot, but that it not feasible until the lots 15 & 16 are developed and sold. This lot also has Type A Certificate of Compliance recorded with County, and has been legal lot for over 100 years.

If needed the legal mailing address for all the lots is:

575 Alameda  
San Carlos CA 94070

Please let me know if you/your attorney have any further questions while reviewing my application.

Thanks,



**Tony Uccelli**  
P: (650) 464-8291  
F: (650) 594-9765  
[Tuccelli@prodigy.net](mailto:Tuccelli@prodigy.net)

**GRANADA COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2025-001**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT MAKING FINDINGS FOR GRANT OF WAIVER REQUEST FOR A.P.N. 047-122-010 PURSUANT TO DISTRICT CODE SECTION 903**

WHEREAS, pursuant to District Code Section 903, the District Board of Directors (“Board”) may grant waivers from compliance with the provisions of the District Code if all determinations specified therein are made; and

WHEREAS, a waiver request has been made by Tony Uccelli (“Applicant”) to have the District waive the requirement for a Variance pursuant to District Code section 603 as to Lot 16 of Block 49 designated on the Map entitled “Plat of Subdivision No. 5 of Granada, San Mateo County, California” filed in the Office of the County Recorder of San Mateo County, State of California on December 7, 1908 of Maps, at Page 50, Assessor’s Parcel Number 047-122-010 (“Parcel”); and

WHEREAS, the Parcel is in the S-17 (R-1) zoning district which requires a parcel to be a minimum of 5,000 sq. ft. minimum, and the Parcel is a 3,986 square foot lot meaning that the parcel is nonconforming; and

WHEREAS, on October 1, 2024, Tony Uccelli applied for a Variance for the issuance of a Sewer Connection Permit for the substandard Parcel to connect a proposed single-family residence, garage, and accessory dwelling unit; and

WHEREAS, since the Parcel was first conveyed separately from any adjacent parcels on December 7, 1908, the parcel was legally created; and

WHEREAS, the Parcel also has Certificate of Compliance issued by the County of San Mateo; and

WHEREAS, while the property is in the Coastal Zone, it was conveyed into ownership separate from all contiguous parcels for the first time before the February 1, 1973 effective date of vested rights under the California Coastal Act, and therefore the parcel does not require a Coastal Development Permit; and

WHEREAS, the Applicant, or his family, owns lots 15 and 17 adjacent to the Parcel, which are over 6,000 square feet and 6,000 square feet respectively, and exceed the 5,000 square-foot minimum for the zoning district; and

WHEREAS, the findings for a Variance pursuant to section 603 of the District Code require that the property owner demonstrate by a preponderance of the evidence presented to the 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), and this finding cannot be made due to the fact that the Applicant or his family own adjacent lots 15 and 17, the vacant nature of adjacent parcels and the ability to

merge or alternatively apply for a lot line adjustment to render the Parcel conforming without rendering lots 15 or 17 nonconforming; and

WHEREAS, the applicant could apply to the County of San Mateo for lot line adjustment(s) to render lot 16 conforming so that it complies with the zoning district; and

WHEREAS, given the legal status of the lot and the fact that a lot line adjustment would still result in the development of three homes on three lots whether or not a lot line adjustment is applied for and that the development of the three lots does not affect or change the ability of the District to provide sewer service within El Granada.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Granada Sanitary District that the waiver request by Tony Uccelli is hereby granted and said party's Sewer Connection Permit for the Parcel located on Sonora Ave may be issued subject to meeting all other requirements for said Sewer Connection Permit and subject to the conditions set forth below.

### **FINDINGS**

**(01) In the absence of the waiver, the strict application of the provisions of this Code would result in a substantial hardship peculiar to the applicant and not generally applicable to other persons similarly situated.**

Here, the Applicant's family owns adjacent vacant parcels that exceed the minimum square footage allowed in the zoning district, and the Applicant could apply for a lot line adjustment to make the Parcel conforming, but such a requirement would not result in any difference to the District as the same number of sewer connections could be applied for and granted with or without the lot line adjustment rendering the additional cost an unnecessary hardship. Furthermore, the Applicant has already received approval for development of one of the vacant parcels from the County of San Mateo and has received a Sewer Connection Permit from the District for that project. Therefore, requiring a lot line adjustment that includes this vacant parcel will create undue hardship since the development has been approved by the County of San Mateo and the District and requiring a lot line adjustment will affect this approval.

**(02) Granting of the waiver is necessary for the preservation and enjoyment by the applicant of substantial personal and/or property rights possessed by other persons similarly situated.**

A waiver is necessary for the Applicant to avoid an unnecessary expense associated with the lot line adjustment and the Applicant has already received approval from the District for one of the adjacent lots from both the County of San Mateo and the District. Furthermore, there are other nonconforming lots in the vicinity of the Parcel.

**(03) Granting of the waiver will not constitute a special privilege of the applicant.**

Granting of the waiver will not constitute a special privilege of the Applicant as other substandard lots are developed within the vicinity of the Parcel, the Parcel is a legal lot with a Certificate of Compliance approved by the County of San Mateo, and the resulting development of the lot and adjacent lots will not result in more development than would otherwise occur



whether or not the applicant applied for a lot line adjustment to make the Parcel conforming.

**(04) Granting of the waiver will not be materially detrimental to the public health, safety and welfare, nor will it result in undue hardships to other persons.**

The District's requirement for a variance for nonconforming lots was adopted to limit the amount of wastewater produced within its jurisdiction in the interest of public health, safety and welfare. The need to protect the public from the health and safety impacts of wet weather sewage overflows was established by the U. S. Environmental Protection Agency, by a Carollo Engineering Study commissioned by SAM, and by other engineering opinions and supporting facts. The need to protect the public by reducing the possibility that conforming parcels would have to be denied sewer permits because the sewer collection capacity had been used by nonconforming lots has also been established. However, granting of the waiver in this situation is unique and distinguishable such that there would be no resulting collective impact because the same number of homes could be developed on the Parcel and lots 15 and 17 whether or not the Applicant applied for a lot line adjustment from the County of San Mateo.

**CONDITIONS OF WAIVER APPROVAL**

- (1) The Sewer Connection Permit is limited to serving the Parcel and subject to meeting all other requirements for said Sewer Connection Permit imposed by the District Code and on the further condition that the number of structures, bedrooms and bathrooms on the approved development do not increase more than already approved by the County of San Mateo; and
- (2) 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 as required by section 603 of the District Code for approval of a Variance.

The above and foregoing Resolution was regularly introduced and thereafter passed and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on the 16<sup>th</sup> day of January, 2025, by the following vote.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Jen Randle, President

Countersigned:

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Hope Atmore, District Secretary



## 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: January 16, 2025

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- Level 1 Drawing Class to start January 14 (delayed due to power outage).
- Recology Recycling Day – January 18, 2025.
- Use agreement/MOU still in discussion with San Mateo County Library.
- Scheduling Harbor History Walk, Birding Walk, El Granada History Walk.



## 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: Community Recreation Center Survey Ad Hoc Committee Update  
Date: January 16, 2025

---

The ad hoc committee consisting of Directors Randle and Bowles and staff member Hope Atmore met to discuss potential survey content, survey distribution, and timing. It is the intention to launch the survey during the fourth week of January and accept responses through the end of February. Additional updates will be provided during the meeting on January 16, 2025.



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Hope Atmore, Assistant General Manager  
Subject: Draft Update to the District Bylaws  
Date: January 16, 2025

---

The District Bylaws are being updated to provide an outline and clarification on the scope, duties, and responsibilities of the Granada Community Services District Board, board self-governance, oversight of staff, and staff roles and responsibilities. Government Code 61045 stipulates that the board of directors of a special district shall adopt rules or bylaws for its proceedings. Additional policies and procedures governing other aspects of the district's operations are found in the GCSD Policies and Procedures manual. Typically, bylaws encompass matters pertaining to how the board governs itself and its proceedings and also:

- Helps define the organization and its powers and responsibilities
- Lays out the governing rules and methods of proceedings for board and staff
- Explains roles, duties, and responsibilities of directors and the General Manager
- Serves as orientation material for new directors

The attached draft of the updated Bylaws incorporates some items and topics that were addressed in the District Ordinance Code and/or the District Policies and Procedures Manual, but more appropriately belong in these Bylaws. We will be bringing back updates to the Policies and Procedures manual next, followed by updates to the District Ordinance Code later in the spring/early summer.

GRANADA COMMUNITY SERVICES DISTRICT

# DISTRICT BYLAWS

January 16, 2025



## **PURPOSE OF DISTRICT BYLAWS**

The bylaws below detail the scope, duties, and responsibilities of the Granada Community Services District (GCS D) Board, board self-governance, oversight of staff, and staff roles and responsibilities and are adopted per Government Code 61045, subsection (f). Additional governing rules are found in the GCS D Policies and Procedures Manual. In any instance that a matter is addressed by both the Bylaws and the Ordinance Code, the language in the Ordinance Code will prevail.

### **ARTICLE I**

#### **NAME, ADDRESS, AUTHORITY**

**NAME:** Granada Community Services District (GCS D)

**MAILING ADDRESS:** P.O. Box 335  
El Granada, CA 94018

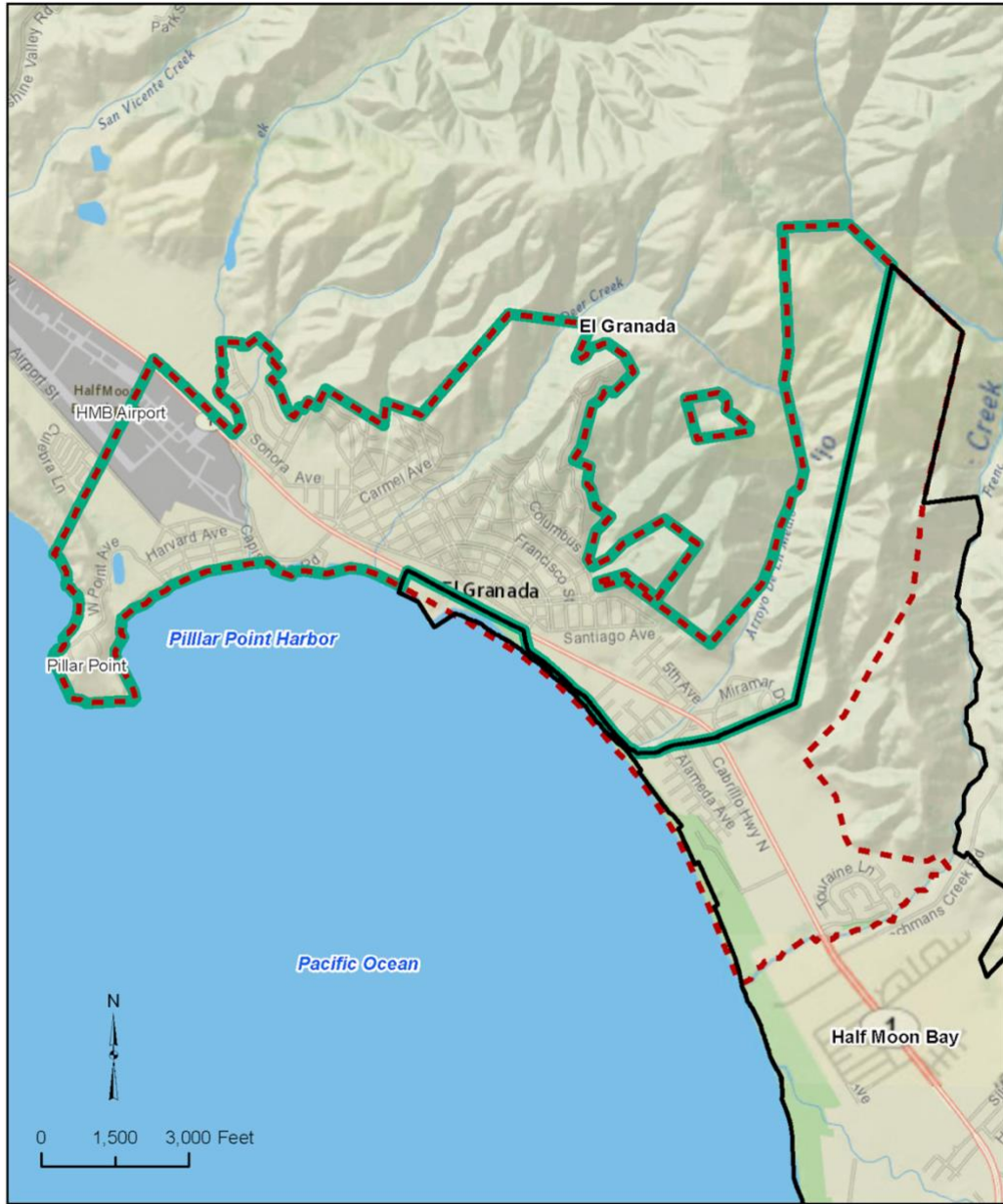
**OFFICE ADDRESS:** 504 Avenue Alhambra  
3<sup>rd</sup> Floor  
El Granada, CA 94018

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

**PHONE:** 650-726-7093

The Granada Community Services District, formerly the Granada Sanitary District, is an independent special district with a five-member, locally elected Board of Directors. Its powers and legal authority as a government agency are derived from Community Services District Law (Government Code §61100 et. seq.), the Sanitary District Act (California Health and Safety Code §6400), the State Constitution, and various other statutory provisions of California law. Pursuant to these codes, GCS D has the authority to oversee sewer, garbage collection, and parks and recreation. The District is a Member Agency of the 1976 Joint Powers Agreement forming the Sewer Authority Mid-Coastside, which operates a consolidated sewer treatment facility for the GCS D, the Montara Water & Sanitary District (MWS D), and the City of Half Moon Bay sewer systems.

## ARTICLE II DISTRICT MAP AND BOUNDARIES



**Legend**

- City of Half Moon Bay
- District Boundary
- Parks & Rec Boundary

Granada Community Services District Boundaries

**ARTICLE III**  
**POWERS OF THE BOARD**

- 1) The Board may exercise all powers of sewer collection, garbage collection, and parks and recreation in accordance with State of California Government Code section §61100 subds. (b), (c), (e) and (f).
- 2) The Board may exercise all powers conferred upon it by the adopted Ordinance Code of the Granada Community Services District.

**ARTICLE IV**  
**BOARD MEMBER QUALIFICATIONS, ELECTIONS, TERMS**

- 1) **BOARD MEMBERSHIP.** The Board shall consist of five members, each of whom shall be a registered voter within the Granada Community Services district boundary.
- 2) **TERM OF OFFICE.** The term of office of each elected member of the Board shall be four (4) years, unless a board member is appointed to replace an outgoing board member who leaves in the middle of their term. In such case, the new board member shall serve until the next regularly scheduled election in accordance with the California Government Code.
- 3) **ELECTIONS.** All elections shall be carried out in conformance with the State of California Code of regulations and shall be combined with the official elections of the County of San Mateo, including all notice and deadline requirements.
- 4) **VACANCIES.** Pursuant to §30504 of the Gov't Code, the District shall notify the County elections official of any vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
- 5) **REPLACEMENT OF BOARD MEMBER.** In cases where a Board Member must be replaced, that replacement will be made pursuant to Gov't Code §1780.

**ARTICLE V**  
**MEETINGS OF THE BOARD OF DIRECTORS**

- 1) **PUBLIC MEETINGS.** All meetings of the District Board shall be open to the public except for closed sessions convened pursuant to the Ralph M. Brown Act (California Gov't code, §54950 et. seq.).
- 2) **REGULAR MEETINGS.** The regular meeting of the District Board shall be held on the third Thursday of each month at 7:00 p.m. at the meeting room of the Granada Community Services District office located at 504 Avenue Alhambra, 3<sup>rd</sup> Floor, El Granada, California, unless the regular meeting day is a holiday, in which case the meeting shall be held at a date and time to be determined by the Board. The District Board may cancel a regular meeting at any time.
- 3) **SPECIAL MEETINGS.** A special meeting of the District Board may be called in compliance with the Ralph M. Brown Act (Gov't code §54950 et. seq.) as then in effect.
- 4) **CLOSED SESSIONS.** The Board of Directors may hold closed sessions during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- 5) **QUORUM.** A Majority of the 5 members of the District Board shall constitute a quorum.



- 6) **MEETING AGENDA.** The District Secretary or designee will prepare and post the meeting agenda at least 72 hours prior to each regular meeting and 24 hours prior to each special meeting. The agenda will be posted at the place of the meeting, and on the District’s website. The agenda shall be in compliance with the Ralph M. Brown Act.
- 7) **MEETING PROCEDURE.** All meetings of the District Board shall be conducted as determined by the chair, provided, however, that upon a majority vote of the Board, a meeting shall be conducted in accordance with Rosenberg’s Rules of Order.
- 8) **ORDER OF BUSINESS.** The order of business of the Regular Meetings of the District Board, unless changed by the board chair at the meeting, shall be as follows:
  - a. Roll Call
  - b. Public Comment
  - c. Agenda Items
  - d. Committee Reports
  - e. Information Calendar
  - f. Adjournment
- 9) **PUBLIC COMMENT.** Public comment or comment on any agenda items will be limited to three minutes per member of the public. Additional time may be ceded by one member of the public to another, with a limit of nine minutes for any one public member. The board chair may adjust these rules based on circumstance at the meeting at their discretion.
- 10) **ADJOURNMENT.** The District Board may adjourn any regular, or special meeting, to a time and place specified in in accordance with the Ralph M. Brown Act (Gov’t Code §54950 et seq.).
- 11) **MINUTES OF MEETINGS.** Minutes shall be taken of all public meetings of the District Board. The minutes shall be approved by the District Board and, upon approval, shall be signed by the District Secretary. All minutes of public meetings of the District Board shall be retained with the District's records and shall be available for reading by the public upon request.
- 12) **METHOD OF ACTION.** The District Board shall act only by ordinance, resolution, or motion. Unless otherwise required by law, actions of the District Board shall be effective if approved by a majority of the Board.
- 13) **RECORDING VOTE.** Except where an action is approved by the unanimous vote of all members present and voting, the ayes and noes shall be recorded.
- 14) **CONDUCT.** No boisterous conduct or disturbances shall be permitted at any Board meeting. Persistence in boisterous conduct or disturbances shall be grounds for removal of the offending party by the meeting Board Chair.

**ARTICLE VI**  
**OFFICERS**

- 1) **PRESIDENT.** The President: (a) shall chair and preside at all meetings of the Board of Directors, (b) shall work with the General Manager to set the monthly agenda, (c) may sign any contracts, deeds, warrants, releases, receipts, and other documents authorized by the Board to be executed, (d) serves on the LAFCo Selection Committee, (e) serves as the contact for board issues, (f) shall perform in general all duties incident to the office of President and such duties as may be prescribed by the Board from time to time.
- 2) **VICE-PRESIDENT.** The Vice-President: (a) shall chair and preside at all meetings of the Board in the absence of the President and (b) shall fulfill all other duties of the President as prescribed by the Board in the President’s absence.

- 3) **ELECTION OF OFFICERS.** The Board shall elect a President and Vice-President annually, either at the first Board meeting held after the County Elections Officer certifies election results on bi-annual Board Member election years, or at the first regular Board meeting held after December 1<sup>st</sup> on non-election years. Officers shall take their positions at the regular January meeting or first special meeting following elections.
- 4) **BOARD SECRETARY/CLERK OF THE BOARD.** The Assistant General Manager shall serve as Board Secretary and Clerk of the Board. The Secretary shall: (a) keep the minutes of the meetings of the Board meetings, (b) see that all notices are duly given in accordance with these bylaws and as required by the Ralph M. Brown Act, (c) be custodian of the District records, (d) perform in general all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Board.
- 5) **FINANCE OFFICER/TREASURER.** The General Manager shall serve as Finance Officer/Treasurer. The Finance Officer/Treasurer shall: (a) prepare and present the annual budget to the Board, (b) review monthly financial reports provided to the Board. The Board of Directors may require the District Finance Officer/Treasurer, if any, to be bonded. The District shall pay the cost of the bonds.
- 6) **OFFICER VACANCY.** In the event of a vacancy in any of the foregoing offices, the Board shall appoint a Director to fill the vacant position for the remainder of the unexpired term.
- 7) **COMPENSATION.** Directors shall be compensated for days of service and board meetings per District Ordinance Code 177.

## ARTICLE VII COMMITTEES

- 1) **COMMITTEES.** The Board of Directors may appoint one or more advisory committees to advise the board of directors about the district's finances, policies, programs, operations, or other such committees as the Board may desire. The Board of Directors may designate a committee to be a standing committee or an ad hoc committee.
- 2) **APPOINTMENT TO COMMITTEES.** The members of each committee of the District shall be appointed by the District Board of Directors.
- 3) **EMERGENCY COMMITTEE APPOINTMENTS.** In an emergency, the Board President may form a committee and appoint members to that committee. In this case, the formation of such committee shall be placed on the Agenda for the next meeting of the District Board of Directors for ratification or dissolution.

## ARTICLE VIII REPRESENTATIVES TO OTHER AGENCIES

- 1) **REPRESENTATIVES TO SAM.** The District Board shall appoint two of its members to serve as the District's representatives to SAM, and shall also appoint two of its members to serve as the District's alternate representative, who shall assume all rights and duties of an absent District representative to SAM. The District representatives and alternate shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board. The appointment of a District representative to be a SAM Board member or

alternate shall be by resolution, which resolution shall be filed with SAM. If necessary to assure full District voting power at a SAM Meeting due to inability of the two appointed representatives (or one representative and one alternate) to attend a SAM Meeting, and in the event that the District Board cannot meet to appoint another alternate, an appointee or alternate (or failing that, the Board President) may appoint another member of the District Board as a SAM representative *pro tem* to attend a scheduled SAM Meeting.

- 2) **REPRESENTATIVES TO THE SAN MATEO COUNTY CHAPTER OF THE SPECIAL DISTRICTS ASSOCIATION.** The District Board of Directors or the Board President shall have the authority to appoint a District representative to the San Mateo County Chapter of the California Special Districts Association (CSDA). The appointment shall take place annually at the board meeting when the election of Board Officers is held. In the event that the District Board cannot meet to appoint another alternate, the appointed representative shall have the authority to deputize another Board member or staff member *pro tem* to attend a scheduled California Special Districts Association Chapter meeting if the representative is unable to attend.
- 3) **REPRESENTATIVE TO LAFCO INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE.** The Board President shall serve as the District's representative to the LAFCO Independent Special District Selection Committee. The Board of Directors shall appoint one of its members to be the alternate District representative if the Board President is unable to attend a meeting of the LAFCO Independent Special District Selection Committee.

#### **ARTICLE IX** ETHICS TRAINING

- 1) **ETHICS TRAINING.** Pursuant to Gov't Code §53235, all Directors and Managers must complete two hours of such ethics training within one year of their first day of service. Thereafter, each Director and Manager shall receive at least two hours of ethics training every two years. The District will provide information on available ethics training opportunities to the Board at least once annually.
- 2) **RECORD OF TRAINING.** The District must keep records documenting the dates that each Director and Manager satisfied his/her ethics training requirements and the entity that provided the training. Records of each ethics training activity will be kept on file for at least five years from the date of the activity and will be available on the District website during the Director's term in office.

January 9, 2025

## **Memorandum**

To: Granada Community Services District  
From: John H. Rayner, District Engineer  
Subject: Engineer's Report for January 2025

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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 construction costs and SAM's increased 5 Year CIP, GCSD's CIP Project 3 has been delayed.

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

The Harbor District hired an inspector to report on the meter's installation and its high flow readings. The inspection report confirmed that the flow meter provides accurate flow readings. However, as previously reported, the meter's Class 1, Division 2 rating does not meet the requirements of the National Fire Protection Association (NFPA) Code for installation in the existing sewage wet well unless sufficient mechanical ventilation is added.

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

The SAM Board approved at its November meeting the McGuire and Hester Team to provide progressive design build services for replacement of SAM's Montara Force Main. We're awaiting an updated schedule.

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

The 5 Year Capital Improvements Plan was presented to the SAM Board at its November meeting. It will likely be considered again at a future meeting. The plan includes a projected capital expenditure over the next 5 fiscal years of \$18.7 million, which is about \$5 million more than its initial target of \$13.5 million. The increase was primarily due to the cost of replacing SAM's Montara force main.

## **Memorandum**

Granada Community Services District  
January 9, 2025

### **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 GCSD to construct the sewer was authorized by a State Parks 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.

### **Big Wave Connection**

Representatives of Big Wave have asked for permission to connect the Wellness Center Building to the GCSD sewer system. GCSD staff have advised Big Wave that before connecting all outstanding engineering fees will need to be reimbursed to GCSD and the additional information requested by GCSD for Big Wave's onsite sewers will need to be provided. We are still awaiting for Big wave to provide some requested information.



## **SEWER AUTHORITY MID-COASTSIDE**

### **Board of Directors Meeting Agenda**

#### ***Regular Board Meeting 7:00 PM, Monday, January 13, 2025***

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/83267868484?pwd=8k9UESWJDcNwwUqSUcd8wUFOxPpSYU.1>

Meeting ID: 832 6786 8484

Passcode: 590442

Dial by your location

1 669 900 6833 US (San Jose)

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

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

B. Special Order of the Day- Election of SAM Board Officers

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

Members of the public are welcome to provide public comment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to [kishen@samcleanswater.org](mailto:kishen@samcleanswater.org). All comments to submitted prior to 7 pm on January 13, 2025, will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of November 25, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Minutes of December 9, 2024, Regular Board Meeting (**Attachment**)
- C. Approve Disbursements for January 13, 2025 (**Attachment**)
- D. Monthly Revenue and Expense Report for Period Ending November 30, 2024 (**Attachment**)

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

A. Establish Board Operations Committee and Finance Committee as standing Committees, Set Time and Place for the Meetings, and Appoint Directors

**5. GENERAL MANAGER’S REPORT**

- A. Monthly Managers’ Report – November 2024

**6. ATTORNEY’S REPORT**

**7. DIRECTORS’ REPORT**

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

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

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

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

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

**11. ADJOURNMENT**

Upcoming Regular Board Meetings: January 27, 2025, and February 10, 2025

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

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**INFORMATION FOR THE PUBLIC**

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

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

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





**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** January 13, 2025  
**SUBJECT:** **Monthly Manager’s Report – November 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 *November 2024*.

*Key Indicators of Performance*

NPDES Permit Violations: 0  
 Accidents, Injuries, etc.: 1  
 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	0.920	62.51%
Granada CSD	0.240	16.29%
<u>Montara W&amp;SD</u>	<u>0.312</u>	<u>21.20%</u>
Total	1.471	100.0%

<b>BOARD MEMBERS:</b>	<b>N. Marsh</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>P. Nagengast</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>J. Grant</b>	<b>B. Softky</b>
	<b>D. Penrose</b>		

**Administration**

There was one Regular Board Meeting in the month of November 2024, and no public records request. There was no article in the Half Moon Bay Review. There were two articles in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside's Verily Wastewater Test Shows Influenza-A Spiking on the Coastside. (November 13, 2024), and Sewer Authority Mid-Coastside Worked with Montara Water and Sanitary District for \$3m Award from FEMA to Move Electrical Building from Flood Zone (November 28, 2024). There were no new hires in the month of November. There were three Anniversary's in the month of November Tony Young Collections I, Douglas Dieguez Operator in Training, and Lorri Rovai Administration Assistant.

**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 are still using Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier. As conditions change, we might be able to back off on usage but in the short term we will need to add. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin. Effluent BOD results averaged 15.1 mg/l, there were a couple of higher results mid-month, but they did not exceed our weekly limits.

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. The surge tank testing is scheduled for the first week in December.

Training this month, (11/6), 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 was part two of Hazwoper part 2. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

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	<b>D. Penrose</b>		

ReBuild-it crew was back to work on the secondary clarifier. The skimmer was jumping the flights, so they had to replace a section on trough wall. Working better now.

During the month of November 2024 rainfall was above the historic normal for Half Moon Bay. The 10-year average for the area is 2.139 inches of rain in, (3.31 inches used to be considered normal). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 4.27 inches, (from the NOAA gauge at the plant). Our roof top had 5.92 at the plant, 4.68 inches in the GCSD service area, and 4.65 inches at the MWSD weather station. There were micro-climate variations verified by the data.

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

- 11/1/2024 – Daily ops rounds and duties. Continue adding polymer to the MLSS. Fill up a couple polymer totes during the day. Replaced polymer tote on the RDT. Set up BIOASSAY equipment for Sunday.
- 11/2/2024 – Saturday - Daily ops rounds and duties. Internet not working in the morning hours. No anomalies during the day.
- 11/3/2024 - Sunday - Daily ops rounds and duties. Add polymer to the MLSS process. Start BIOASSAY sampling. Normal day no issues.
- 11/4/2024 - Daily ops rounds and duties. Set up BIOASSAY for pick up. Collect ALPHA LAB samples. Hose down foam in primary effluent channels. Perform weekly inventory check for plant. Wash down/clean a few old polymer totes and set aside for future pick up.
- 11/5/2024 - Daily ops rounds and duties. Added polymer to the MLSS. Set primary clarifier #1 in service. Collect ALPHA LAB samples.
- 11/6/2024 - Daily ops rounds and duties. Break down solids inside influent wet well, due to thick blanket of solids on the surface. CALCON here at the plant working on electrical equipment. DU ALL-safety training to field workers, (Hazwoper Part 2). Perform digester gas test on digester #1.
- 11/7/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS. Ferric delivery to the plant. Johnson Controls here working on fire system annual inspection. SRT consultants here looking into the effluent pump project.
- 11/8/2024 – Daily operations and duties. Continue adding diluted polymer to the MLSS influent and effluent to control amount of foam on surface. Gardeners here at the plant working. Polymer delivery to the plant.

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	<b>D. Penrose</b>		

- 11/9/2024 – Saturday - Daily ops rounds and duties. Add polymer to the MLSS. Normal day no anomalies.
- 11/10/2024 - Sunday - Daily ops rounds and duties. Start RDT manually will not start on auto. Start ferric pump. Fill up a couple polymer totes during the day.
- 11/11/2024 - Holiday - Daily ops rounds and duties. Add polymer to aeration basin #3 and add polymer to the MLSS effluent. RAS pump 1 failed, found VFD over temp, reset and worked ok. High amount of grease coming into the plant due to rain. Found ferric pump not working diagnosed but could not find the issue had to shut off pump.
- 11/12/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS. Replace ALUM tote with a new one. Place order of sodium hypochlorite for the plant. Collect and drop off COVID samples to UPS.
- 11/13/2024 - Daily ops rounds and duties. RE BUILDIT here to work on the secondary #2. Collect ALPHA LAB samples. Worked on Rerouting Ferric line to the primary clarifiers by adding chemical into the grit chambers.
- 11/14/2024 - Daily ops rounds and duties. Exercise all influent pumps to make sure they work ok. Rotate chemical pumps. Repair peristaltic pump feeding ALUM to the secondary due to broken hose. Maintenance crew working on influent pump #7. CALCON out at Portola pump station to replace a PLC card.
- 11/15/2024 - Daily operations rounds and duties. Continue adding polymer chemical to MLSS and secondary process. Maintenance crew completed work on influent pump #7. Noticed Portola pump station pump 2 only pumping overnight causing S02 and CL2 residual to jump up and down, maintenance crew diagnosed the issue and found pump 1 not functioning correctly, crew corrected the issue.
- 11/16/2024 - Saturday - Daily ops rounds and duties. Add polymer the MLSS influent and effluent sides. Normal day no issues.
- 11/17/2024 - Sunday - Daily ops rounds and duties. Continue adding polymer to the MLSS. Found the Sodium Bisulfite chemical line had been frozen which did not allow chemical to go through, Called in another crew member to help fix the problem, repaired and replaced tubing.
- 11/18/2024 - Daily ops rounds and duties. Add polymer to both aeration basins. CALCON here at the plant working on annuals. Clean chlorine contact basin #2. #3 water line next to old ops building broke off due to corrosion,

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	D. Penrose		

turned off #3 water line for a short while, repaired line with new parts. Sodium Hypo delivery to the plant. COZZOLINO landscaping crew here at the plant.

- 11/19/2024 - Daily ops rounds and duties. Collect and deliver COVID samples. Finished installing Ferric chemical line to both grit chambers. Continue adding polymer to the aeration basins.
- 11/20/2024 - Daily ops rounds and duties. CALCON here at the plant working on PM'S. Exercise all influent pumps. Perform plant inventory check. America Fidelity zoom meeting in the afternoon. Received a MONTARA station alarm failure, found power outage started at about 6pm till about 9pm.
- 11/21/2024 - Daily ops rounds and duties. CALCON here at the plant doing PM's. Johnson controls here doing fire inspection. Collect 2nd day ALPHA LAB samples. Received a Hue and Cry alarm in influent wet well, found dialer on but no other issues.
- 11/22/2024 - Daily operations rounds and duties. Continue adding polymer to the MLSS influent and effluent. Johnson Controls here at the plant performing a 5-year fire system inspection. CALCON here working on PM's. REBUILD IT here working on secondary #2. KOFFLER is here to remove and take influent pump #6 to rebuild. MONTARA pump station high level alarm in the afternoon due to heavy rain, eventually started to overflow to walker tank. High flows at the plant, decided to open gates to secondary #2 and start filling up to put into service. Set up RAS pump #2, adjust RAS pump ratios. SO2 residual having issue due to high flows. PORTOLA pump station pump 3 VFD fail, reset all ok.
- 11/23/2027 - Saturday - Early morning influent well alarm by HUE and CRY, found no issues. Daily ops rounds and duties. No polymer to MLSS process. Start RDT in the afternoon due to uncertain process control numbers. Princeton pump station low level alarm in the evening.
- 11/24/2024 - Sunday - Daily ops rounds and duties. Received a few Princeton pump station communication alarms during the day, on Hue and Cry no SCADA alarms. Collect ALPHA LAB samples 1st day.
- 11/25/2024 - Daily ops rounds and duties. Place order for Sodium Bisulfite. Hose down and clean influent bar screens. Added polymer to the influent side of the MLSS only.
- 11/26/2024 - Daily ops rounds. Hot water circulation pump 2 failed, diagnosed, found auto valve not operating properly, bleed line and worked ok. Found

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	<b>D. Penrose</b>		

influent pump 1 not pumping, had to prime pump in order to work. SRT here looking into effluent piping.

- 11/27/2024 - Daily ops rounds and duties. CALCON here working on electrical equipment. ANTON here working with Tim. Hose down primary effluent channels leading to MLSS due to hi amounts of foam. Perform above ground storage diesel tank inspection.
- 11/28/2024 - Holiday - Daily ops rounds and duties. Added polymer to AB #3 influent side to control amount of foam on surface. Pedro's cleaning service in the office. Wash-down secondary weirs.
- 11/29/2024 - Holiday - Daily operator rounds and duties. No chemicals were added to the MLSS process. Set influent pump #7 to lead, pump #5 not keeping up. FedEx delivery to the plant.
- 11/30/2024 - Saturday - daily ops rounds and duties. Add polymer to AB#3 influent side. Moved WAS sample jug to RAS pump#2 to collect sample. Changed RAS ratio on secondary #2. A mechanic was out at Princeton pump station to wash down wet well. Late evening call out At Princeton Pump station.

**Other activities are listed below:**

There were 9 deliveries (approximately 6,320 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 632.00. There were no leachate deliveries to the SAM IPS line in the month of November 2024, for a total leachate volume of 0 gallons.

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

**Contract Collection Services**

The SAM crew cleaned 35,775 feet of sewer line and responded to eighteen calls in contract service areas. Five calls were sewer line related and thirteen were maintenance service calls. Three of the callouts were during regular business hours or started during regular business hours and went into overtime. Fifteen of the calls were after-hour callouts. Five calls were in HMB, eleven calls were in the MWSD service area, and two calls were in the GCSD service area during the month of November 2024.

HMB – The two service calls in HMB as follows; 11/22 - Call for odor near residence, crew arrived and investigated but determined sewer system was not the cause. Homeowner suspected could be deceased rodent under home. 11/29 - Call for back up, when crew arrived, they flushed main line

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<b>BOARD MEMBERS:</b>	<b>N. Marsh</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>P. Nagengast</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>J. Grant</b>	<b>B. Softky</b>
	<b>D. Penrose</b>		

finding no obstruction. The crew advised resident to contact a roofer company to clear blockage.

The maintenance service calls in HMB were as follows; 11/22 - Bell Moon station alarm. Possible power glitch, reset alarms and checked station for normal operation. 11/27 - Power failure at the O.C. Lift station due to utility power being worked on nearby. Genny ran 1.1 hours. Reset alarms and checked for normal operation after power was restored. 11/28 - Station check at O.C. lift station due to outage in area. The station was not affected, checked operation, all good.

- GCSD – The two service calls in GCSD during the month of October 2024 were as follows; 11/4 - Call for standing water in cleanout, main line was clear. Blockage was in the lateral line. Crew assisted to restore service. 11/30 - When crew arrived, they noticed lateral line feeds directly to manhole but there was no flow from it. They were able to assist to restore flow but advised resident to locate and expose clean out for future issues.

There was no maintenance service calls in the GCSD service area for the month of November 2024.

- MWSD – The one sewer line related call in the MWSD area was as follows; 11/8 - Smart cover response, work was done by district to prevent paper buildup in line. Smart cover needed to be adjusted to read level properly.

The maintenance calls in the MWSD service area were as follows; 11/6 - Date Harte L.S. storm related call, Genny running upon arrival reset alarm and checked operation. Power was restored at 05:26, genny ran 3.7 hours. Reset and checked for normal operation when back on utility power. 11/20 - California L.S. storm related. The station was on utility upon arrival. Genny had run for 37 minutes. Reset alarms and checked station for normal operation. 11/20 - Vallemar L.S. storm related. Power pole was down, periodically monitored the station while on genny. Utility power was restored around 09:00. Genny ran 15.1 hours. Reset alarms and checked station for normal operation. 11/20 - Niagara L.S. storm related. Power was restored upon arrival. Reset alarms and checked station for normal operation. 11/20 - Kanoff L.S. Storm related. Power was restored upon arrival but the genny did run for a time. Reset alarms and checked station for normal operation. 11/20 - Fifth Street L.S. storm related. Power was restored upon arrival.

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<b>BOARD MEMBERS:</b>	<b>N. Marsh</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>P. Nagengast</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>J. Grant</b>	<b>B. Softky</b>
	<b>D. Penrose</b>		

Reset alarms and checked station for normal operation. 11/20 - Seventh Street L.S. storm related. Power was restored upon arrival. Reset alarms and checked station for normal operation. 11/23 - Kanoff L.S. All pumps failed to start. Soft starters had tripped. Reset soft starters and was able to get station going. Reset alarms and checked for normal operation. Contacted Calcon to further diagnose why starters failed. 11/23 - Niagara street station alarm resident called. Pumps 1 & 2 failed to start. Both soft starters had tripped. Reset soft starters and other alarms. Checked for normal operation. Phone signal is out need to get service tech out. 11/24 - Kanoff L.S. station alarm. Pump #2 failed to start. Reset pumps and observed operation for three cycles. No issues, reset all alarms. Notified Calcon they will be out this week to inspect.

The November 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 November 2024.

**Staff Recommendation**

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

**Supporting Documents**

Attachment A: Monthly Flow Report November 2024

Attachment B: Monthly NPDES Report November 2024

Attachment C: Collection System Data November 2024

Attachment D: Contract Collection Service Report November 2024

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<b>BOARD MEMBERS:</b>	<b>N. Marsh</b>	<b>B. Dye</b>	<b>S. Boyd</b>
	<b>P. Nagengast</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>J. Randle</b>	<b>J. Grant</b>	<b>B. Softky</b>
	<b>D. Penrose</b>		



Attachment A

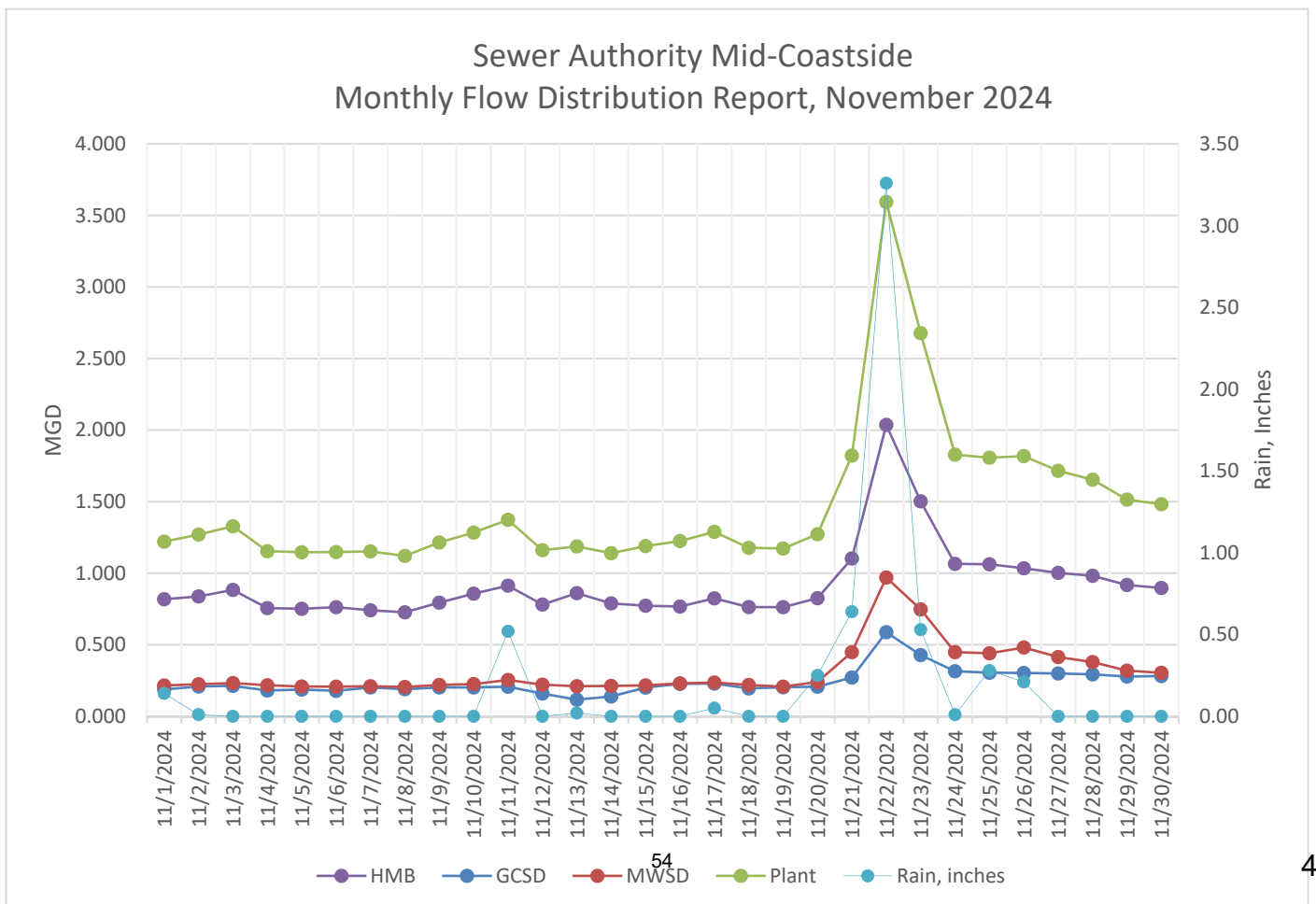
Flow Distribution Report Summary for November 2024

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

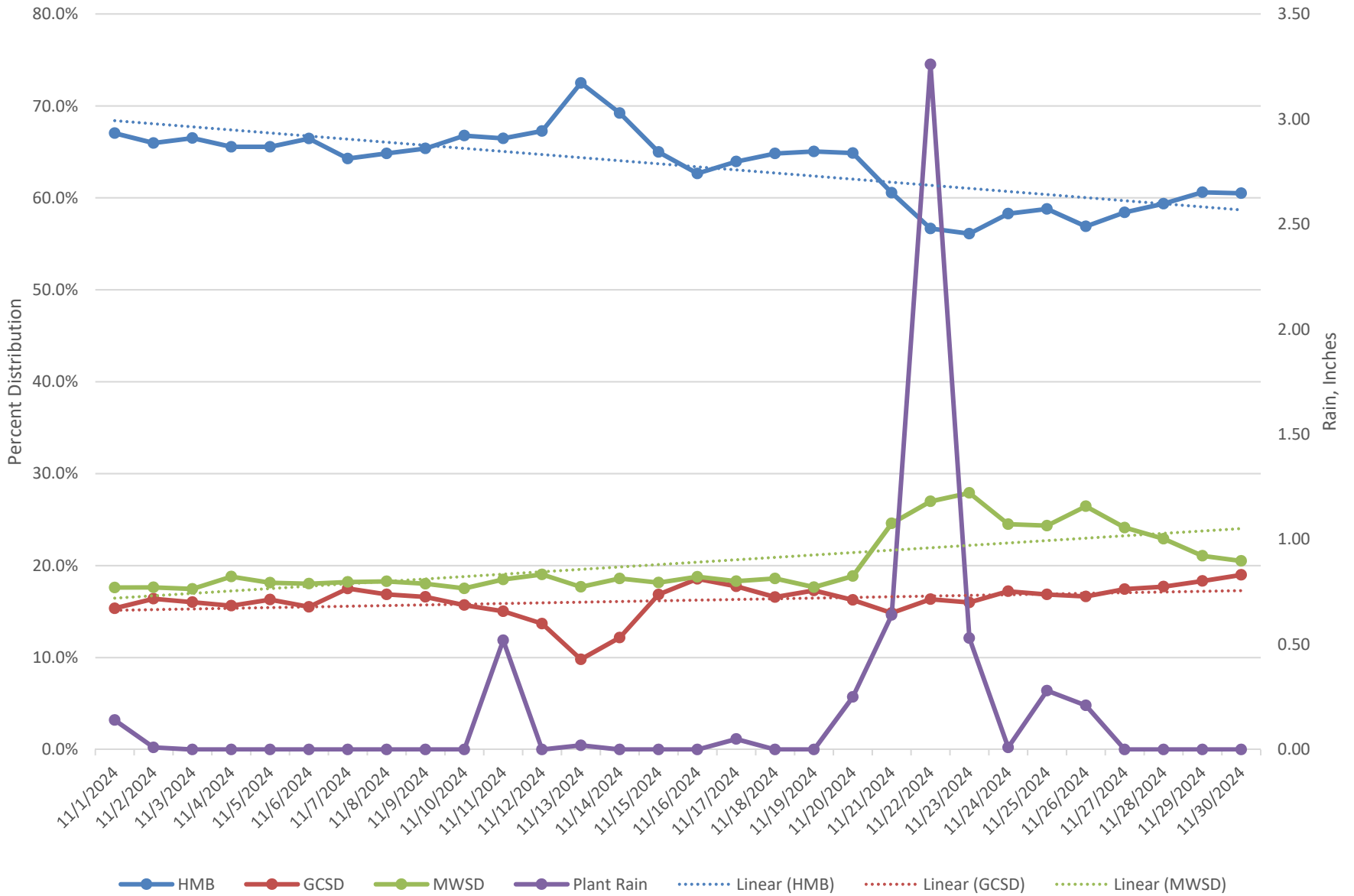
Daily Flow (ADF) for each Member Agency.  
The results are attached for your review.

The summary of the ADF information is as follows:

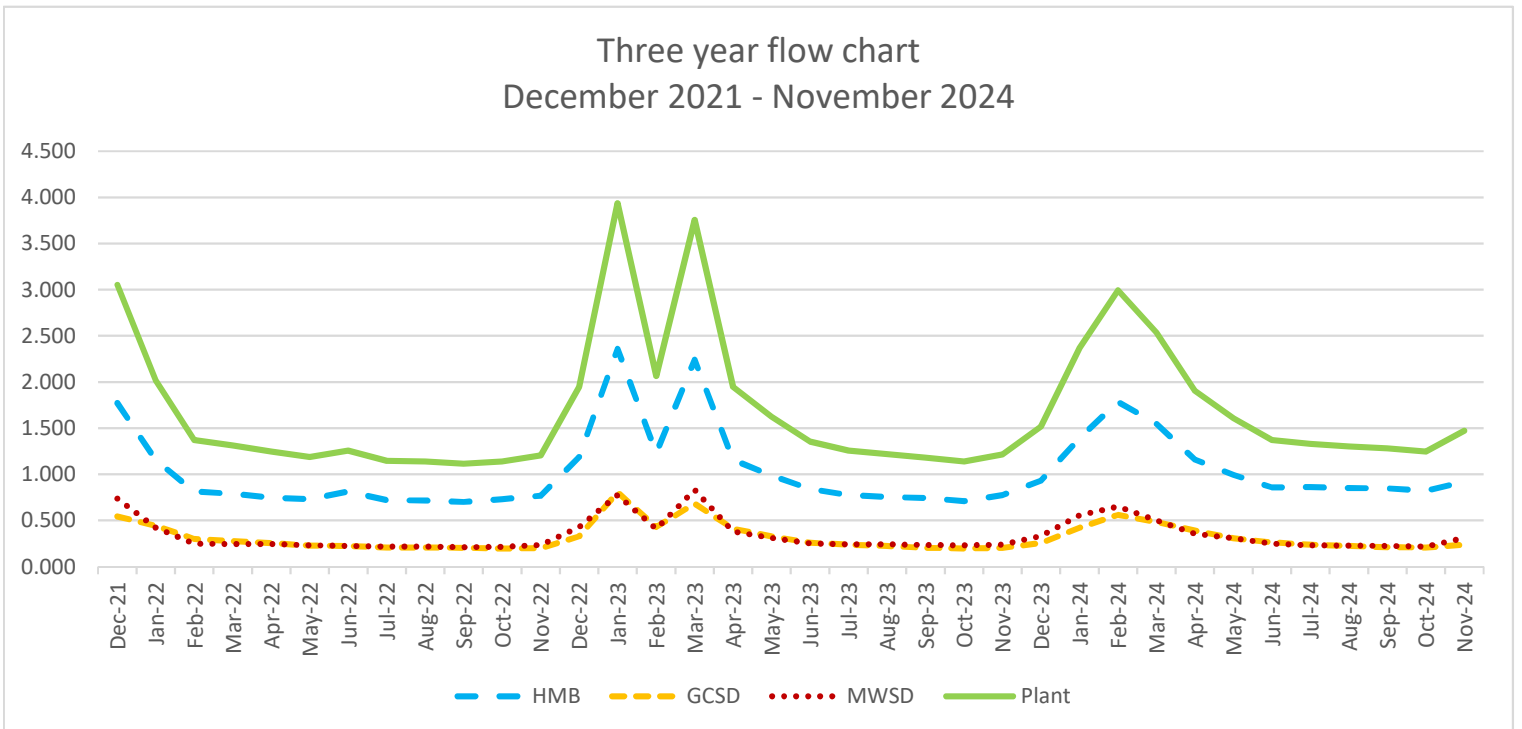
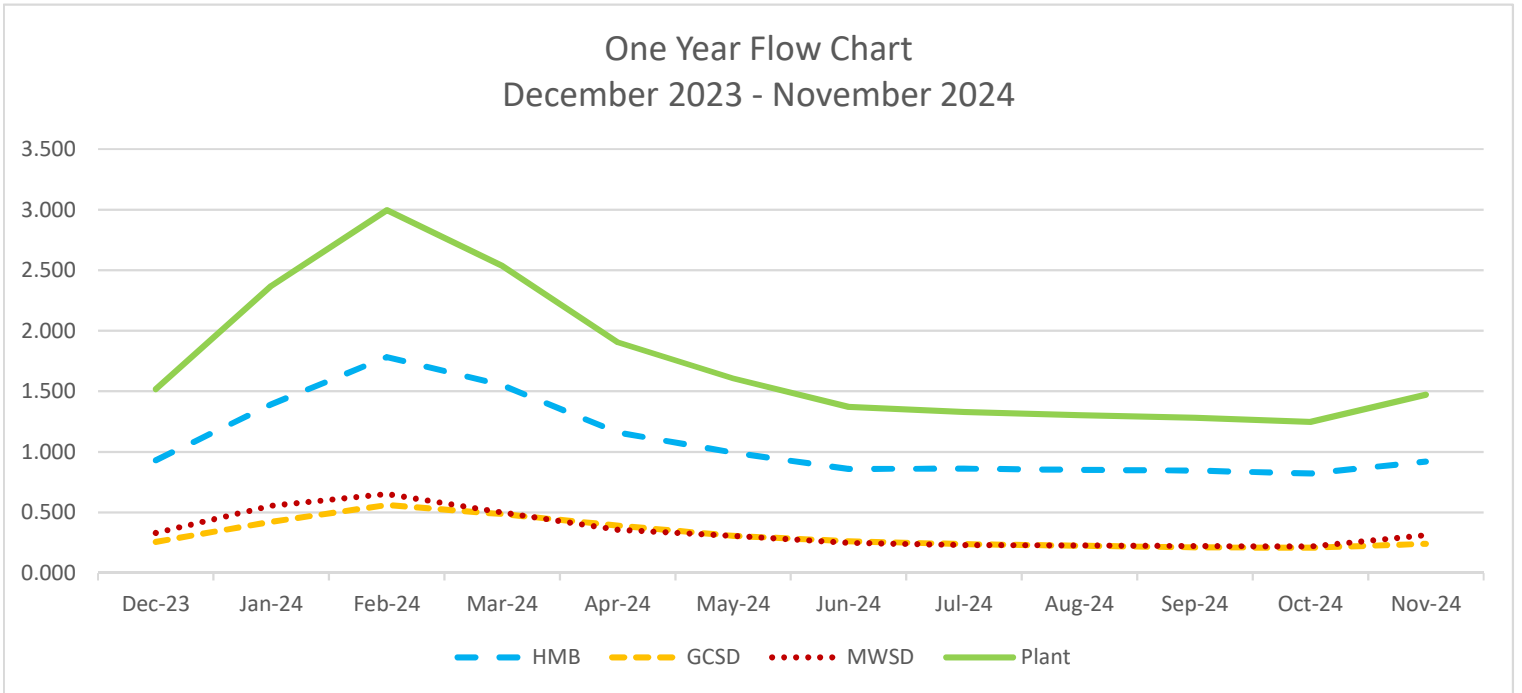
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.920	62.51%
Granada Community Services District	0.240	16.29%
Montara Water and Sanitary District	<u>0.312</u>	<u>21.20%</u>
Total	1.471	100.0%



### Percent Distribution November 2024



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



**SAM                      E-001                      November 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
11/1/2024								
11/2/2024			7.40					14.00
11/3/2024								
11/4/2024	230	6.90		97.0%	390	310	15.0	
11/5/2024	260	5.20		98.0%	310	210	10.0	
11/6/2024								
11/7/2024								
11/8/2024								
11/9/2024			6.05					12.50
11/10/2024								
11/11/2024								
11/12/2024	380	19.00		95.0%	290	250	8.1	
11/13/2024	380	18.00		95.3%	400	230	36.0	
11/14/2024								
11/15/2024								
11/16/2024			18.50					22.05
11/17/2024								
11/18/2024								
11/19/2024								
11/20/2024	410	5.60		98.6%	240	190	24.0	
11/21/2024	250	6.60		97.4%	280	150	10.0	
11/22/2024								
11/23/2024			6.10					17.00
11/24/2024	190	4.50		97.6%	240	110	9.2	
11/25/2024	270	4.70		98.3%	310	130	8.2	
11/26/2024								
11/27/2024								
11/28/2024								
11/29/2024								
11/30/2024			4.60					8.70
Count	8	8	5	8	8	8	8	5
Minimum	190	4.50	4.60	95.0%	240	110	8.1	8.7
Average	296	8.81	8.53	97.1%	308	198	15.1	14.9
Maximum	410	19.00	18.50	98.6%	400	310	36.0	22.1
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

**SAM E-001 November 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>
11/1/2024						0.00
11/2/2024			ND		2.35	0.00
11/3/2024						0.00
11/4/2024	96.2%	ND		3.10		0.00
11/5/2024	96.8%	ND		1.50		0.00
11/6/2024						0.00
11/7/2024						0.00
11/8/2024						0.00
11/9/2024			ND		2.30	0.00
11/10/2024						0.00
11/11/2024						0.00
11/12/2024	97.2%	ND		4.80		0.00
11/13/2024	91.0%	ND		4.00		0.00
11/14/2024						0.00
11/15/2024						0.00
11/16/2024			ND		4.40	0.00
11/17/2024						1.70
11/18/2024						0.00
11/19/2024						0.00
11/20/2024	90.0%	ND		1.50		0.00
11/21/2024	96.4%	ND		2.80		0.00
11/22/2024						0.97
11/23/2024			ND		2.15	0.00
11/24/2024	96.2%	ND		0.75		0.00
11/25/2024	97.4%	ND		0.85		0.00
11/26/2024						0.00
11/27/2024						0.00
11/28/2024						0.00
11/29/2024						0.00
11/30/2024			ND		0.80	0.00
						0.00
Count	8	0	0	8	5	31
Minimum	90.0%	0.0	<	0.00	0.75	0.0
Average	95.1%	ND		ND	2.41	0.1
Maximum	97.4%	0.0		0.0	4.80	1.7000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

**SAM      E-001      November 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
11/1/2024	0.00		6.94	19.1			7.02	76.0
11/2/2024	0.00		6.95	19.2			7.14	77.3
11/3/2024	0.00		6.88	19.9			6.67	73.2
11/4/2024	0.00		6.90	19.5			6.91	75.3
11/5/2024	0.00	15.0	6.98	19.4	ND		6.93	75.2
11/6/2024	0.00		6.93	19.3			7.26	78.7
11/7/2024	0.00		6.99	19.5			6.97	75.8
11/8/2024	0.00		6.89	19.1			7.39	79.8
11/9/2024	0.00		6.94	18.5		ND	6.68	71.1
11/10/2024	0.00		6.98	18.6			6.63	70.9
11/11/2024	0.00		7.08	19.4			7.37	80.1
11/12/2024	0.00		7.15	18.8			6.57	70.4
11/13/2024	0.00	33.0	7.01	18.6	ND		7.38	78.7
11/14/2024	0.00		7.28	18.7			7.37	78.8
11/15/2024	0.00		7.21	18.7			6.96	74.6
11/16/2024	0.00		7.15	17.7		ND	7.55	79.1
11/17/2024	45.00		7.16	18.0			7.22	76.3
11/18/2024	0.00		7.19	18.5			7.93	84.0
11/19/2024	0.00		7.17	18.0			7.37	77.8
11/20/2024	0.00		7.07	18.1			7.11	75.2
11/21/2024	0.00	45.0	7.25	18.3	ND		7.92	83.6
11/22/2024	2.00		7.01	18.8			7.16	76.7
11/23/2024	0.00		6.65	17.5		ND	7.10	74.0
11/24/2024	0.00		6.86	17.2			7.46	77.3
11/25/2024	0.00	10.0	6.95	17.9	ND		7.55	79.8
11/26/2024	0.00		7.14	18.2			7.61	80.6
11/27/2024	0.00		7.04	17.8			7.14	75.2
11/28/2024	0.00		7.02	17.3			7.35	76.5
11/29/2024	0.00		6.93	17.4			7.16	74.7
11/30/2024	0.00		6.78	17.5		ND	7.40	77.3
	0.00							
Count	31	4	30	30	0	0	30	30
Minimum	0.00	10.0	6.65	17.2	< ND	< 0	6.57	70.4
Average	1.516	25.8	7.02	18.5	< ND	< ND	7.21	76.8
Maximum	45.00	45.0	7.28	19.9	0	< 0.0	7.93	84.0
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, November 2024

## November 2024

	Total	Number of S.S.O.'s			
		HMB	GCS D	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	GCS D	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>
		<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
November 2024	0	0	0	0	0
12 Month Moving Total	0	0	0	0	0

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
November 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	0.0	0.0	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	0.0	0.0	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

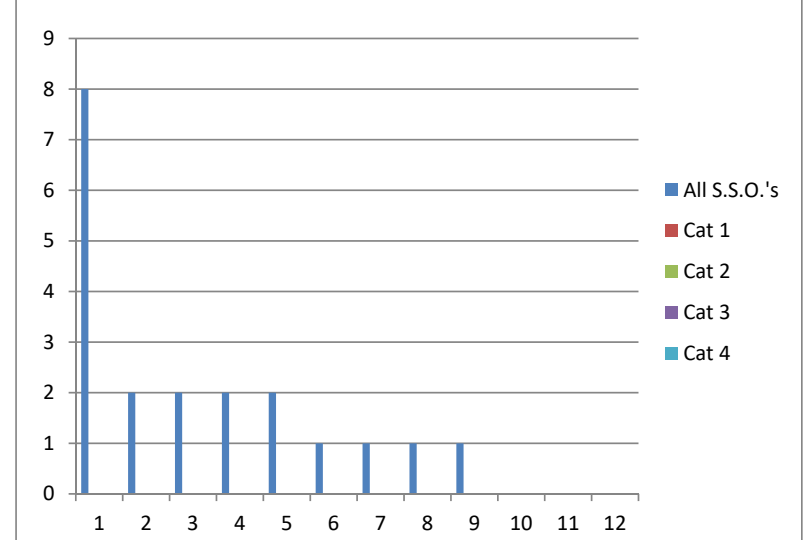
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7
Sep - 24	11,201	10,596	5,188	26,985	5.1
Oct - 24	13,673	13,941	7,743	35,357	6.7
Nov - 24	12,497	13,252	10,026	35,775	6.8

Annual ft	120,294	136,984	95,058	352,336	
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Annual Mi.	22.8	25.9	18.0		66.7
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Attachment C

## 12 Month Moving SSO Totals Through November 2024



## 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	10,778	8,742	11,786	11,198									
Hot Spot Cleaning	5,400	320	294	1,117	1,811	2,039									
Lift Station Inspection - Daily	52	4	4	4	4	4									
Lift Station Inspection - Annually	3	-	-	-	-	-									
Maint. Work Orders - Completed	-	4	4	4	4	4									
Maint. Work Orders - Incomplete	-	-	-	-	-	-									
Manhole Inspection	879	67	54	47	73	68									
USA Markings	372	36	29	35	35	31									
F.O.G. Inspections Completed	10	-	-	-	-	-									
F.O.G. Inspections Passed	10	-	-	-	-	-									
F.O.G. Inspection Failed	-	-	-	-	-	-									
Lateral Inspections	-	-	-	-	-	-									
Customer Service Call - Reg	-	-	1	1	-	1									
Customer Service Call - OT	-	1	2	-	1	1									
SSO Response - Category 1	-	-	-	-	-	-									
SSO Response - Category 2	-	-	-	-	-	-									
SSO Response - Category 3	-	-	-	-	-	-									
Insurance Claims Filed	-	0	0	0	0	0									





## GRANADA COMMUNITY SERVICES DISTRICT

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

December 19, 2024

This meeting was held in person and via Zoom.

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

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

#### **ROLL CALL**

President Nancy Marsh, Director Wanda Bowles, Director Barbara Dye, and Director Jen Randle. Director Jill Grant participated via teleconference pursuant to Government Code Section 54953(b).

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

#### **GENERAL PUBLIC PARTICIPATION**

Community member Will Plaxico asked that the public be given further input on community surveys related to the community recreation center. Director Grant gave her recap of what has been done in 2024 and her goals for 2025.

#### **REGULAR MEETING AGENDA**

- 1) **Administer the Oath of Office to Board Members Wanda Bowles and Nancy Marsh** - Director Bowles and Director Marsh read their oaths of office
- 2) **Election of Board Officers.**  
**ACTION:** Director Marsh moved to nominate Director Randle to be president. Director Randle was elected vice president 5-0. Director Marsh moved to nominate Director Dye to be vice president. Director Randle moved to nominate Director Grant to be vice president. Director Dye was elected vice president 3-2 (Director Randle, Grant opposed).
- 3) **Consideration of a Resolution Appointing the Sewer Authority Mid-Coastside GCSD Representatives and Alternates.**  
**ACTION:** Director Randle moved to nominate Director Dye, and Director Marsh moved to nominate herself for the position of SAM representative. Director Grant moved to nominate herself for the position. Directors Dye and Marsh were elected to be the representatives to the Sewer Authority Mid-Coastside 4-1 (Director Randle opposed). Directors Marsh and Randle moved to nominate Director Grant as first alternate and Director Dye moved to nominate Director

Randle as second alternate. Directors Grant and Randle were elected first and second alternates 5-0.

**4) Consideration of Appointing a Representative to the San Mateo County Chapter of the Special Districts Association.** Mr. Duffy explained that the CSDA representative can be a staff or board member.

**ACTION:** Director Randle moved to nominate Assistant General Manager Hope Atmore as the representative to the SM County Chapter of the Special Districts Association. (Randle/Bowles) Approved 5-0.

**5) Parks and Recreation Activities.**

- a. Report on planned Recreation Program events – Ms. Atmore summarized upcoming recreation events. Director Dye recommended a harbor history walk in coordination with the Harbor District and suggested an additional birding walk.
- b. Consideration of an Ad Hoc Committee to gauge community interest in a Community Recreation Center – Director Randle stated that she would like to form an ad hoc committee consisting of one to two board members and a staff member in order to develop and conduct an updated survey focused on the community recreation center. Director Marsh stated that the committee and survey should not delay a vote on the mitigated negative declaration. Community member Will Plaxico encouraged the Board to get input about the content for the survey. Community member Zack Issacson suggested that sufficient context should be given with the survey so the community would understand the questions.

**ACTION:** Director Dye moved to support the formation of an Ad Hoc Committee to gauge community interest in a community recreation center and Director Marsh amended that recommendation to name Directors Randle and Bowles to lead the Ad Hoc Committee. (Dye/Bowles) Approved 5-0.

**6) Update to District Bylaws –** Director Dye asked to table the item to allow more time to review bylaws. Director Marsh requested a revision to Article VIII, section 2 to state that in the event that the District Board cannot meet to appoint another alternate, the appointed representative shall have the authority to deputize another Board member *or staff member* as representative. Director Marsh suggested that the bylaws be tabled until the January meeting.

Director Marsh reordered the agenda to consider the SAM report prior to the Engineer's Report.

**8) Report on Sewer Authority Mid-Coastside Meetings –** At the last SAM meeting, Director Dye stated that she and Director Clark made clear that GCSB did not support the 5-year CIP as presented by SAM staff, and also reiterated that it is a planning document only and does not bind the member agencies to any spending. Further she said that the minutes from the SAM meeting had to be revised to show that GCSB had concerns about the 5-year CIP as presented. Ms. Dye said that the SAM Board also presented Mr. Clark with a Resolution recognizing his years of service, reviewed the annual comprehensive financial report and audit, and approved an additional \$30,000 toward worker benefits.

7) **Engineer's Report** – Director Dye asked for the status on GCSD's CIP. Mr. Duffy explained that staff was making a preliminary review of the FY 2025/26 budget and the Bartle Wells recommendations in order to plan for the upcoming GCSD CIP.

9) **Consideration of Appointing Real Property Negotiator.**

Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.

Under negotiation: Instruction to negotiator concerning price and terms.

Counsel for Picasso Preschool, Elizabeth Andrews, stated that they have an interested buyer for the school and requested that the Board consider a twelve month extension of the lease.

**ACTION:** Director Randle moved to appoint Chuck Duffy as Real Property Negotiator. (Randle/Marsh). Approved 5-0.

**CONSENT AGENDA**

10) **November 21, 2024 Regular Meeting Minutes.**

11) **December 2024 Warrants.**

12) **October 2024 Financial Statements.**

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

**COMMITTEE REPORTS**

13) **Report on seminars, conferences, or committee meetings** – Ms. Atmore summarized the four meetings she has attended through the Leadership CORPS Program.

**INFORMATION CALENDAR**

14) **Attorney's Report. (Parkin)**

15) **General Manager's Report. (Duffy)**

16) **Administrative Staff Report. (Atmore)**

17) **Future Agenda Items** - Director Randle asked to speak on the Ad Hoc Committee.

**ADJOURN TO CLOSED SESSION**

1) **Conference with Real Property Negotiator.**

Government Code Section 54956.8

Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District.

Under negotiation: Instruction to negotiator concerning price and terms.

**2) Conference with Legal Counsel—Anticipated Litigation.**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code §54956.9 (one potential case).

**RECONVENE TO OPEN SESSION**

No reportable action.

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:15p.m.

Attest:

\_\_\_\_\_  
Hope Atmore, Board Secretary

Date Approved by the Board: January 16, 2025

**Granada Community Services District  
January 2025 Warrants  
For the January 16, 2025 Board of Director's Meeting**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
12/19/24	10230	CJ Brown & Company CPAs	Prof Svcs through 11/30/24	6010 Auditing	225.00
12/19/24	10231	SDRMA	Re-issued Chk replacing #10197 for Dec 2024	2000 Accounts Payable	4,991.78
12/20/24	10232	AIMS Team LLC	GIS & AIMS Services 6/15/24-12/20/24	6070 Engineering Services	300.00
01/16/25	10233	Alhambra & Sierra Springs	Invoice dtd 12/19/24	6140 Office Supplies	48.46
01/16/25	10234	Barbara Dye	12/19/24 GCSD	6040 Directors' Compensation	190.00
01/16/25	10235	C.J. Brown & Company CPAs	Prof Svcs through 12/31/24	6010 Auditing	5,775.00
01/16/25	10236	CliftonLarsonAllen LLP	11/16/24-12/15/24 Accounting Svcs	6152 Accounting	4,805.50
01/16/25	10237	Comcast	01/13/25-02/12/25 Svcs	6170 Utilities	349.94
01/16/25	10238	Dudek	11/23/24-12/27/24 Prof. Svcs	6151 General Manager	4,485.00
01/16/25	10239	Hope Atmore	Cell phone and misc. reimb	6170 Utilities	747.22
01/16/25	10240	Hue & Cry, Inc	Feb 2025 Pump Stn Alarm	6170 Utilities	35.59
01/16/25	10241	Jen Randle	12/19/24 GCSD	6040 Directors' Compensation	190.00
01/16/25	10242	Jill Grant	12/19/24 GCSD	6040 Directors' Compensation	190.00
01/16/25	10243	KBA Document Solutions, LLC	Inv dtd 12/23/24	6140 Office Supplies	45.23
01/16/25	10244	Nancy Marsh	12/19/24 GCSD	6040 Directors' Compensation	190.00
01/16/25	10245	Pacifica Community TV	12/19/24 GCSD	6180 Video Taping	400.00
01/16/25	10246	PG&E	Inv dtd 12/23/24	6170 Utilities	176.72
01/16/25	10247	PG&E	Pump Stn Inv dtd 12/23/24	6170 Utilities	977.56
01/16/25	10248	Rodolfo Romero	Jan Cleaning	6130 Office Maintenance & Repairs	220.00
01/16/25	10249	San Mateo County Harbor District	Office Lease-Feb 2025	6120 Office Lease	5,220.20
01/16/25	10250	SDRMA	SDRMA Medical Benefit Premiums - Feb 2025	6062 Medical	5,195.41
01/16/25	10251	Sewer Authority Mid-Coastside	Jan 2025 Asmts & Collections	5010 SAM - General	161,758.05
01/16/25	10252	Streamline	Streamline Flex 01/01/25-02/01/25	6190 Computers	350.00
01/16/25	10253	US Bank Equipment Finance	Jan 2025 Svcs	6020 Copier lease	252.28
01/16/25	10254	Wanda Bowles	12/19/24 GCSD	6040 Directors' Compensation	190.00
01/16/25	10255	Wittwer Parkin	Dec 2024 Svcs	6090 Legal Services	4,630.50
<b>TOTAL \$</b>					<b>201,939.44</b>



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## Financial Statements

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Granada Community Services District  
November 2024

PRELIMINARY DRAFT

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PRELIMINARY DRAFT

# Financial Statements

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

<b>ASSETS</b>	<b>Nov 2024</b>
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	37,352
Tri Counties Bank - Deposit	26,664
LAIF	8,887
CalTrust Liquidity Fund #0010	3,605,272
<b>Total Cash &amp; Equivalents</b>	<b>3,678,402</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	3,644
<b>Other Current Assets</b>	
Due from AD	1,976
Prepaid Expenses	10,077
<b>Total Other Current Assets</b>	<b>12,053</b>
<b>Total Current Assets</b>	<b>3,694,099</b>
<b>Fixed Assets</b>	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,289,824)
<b>Total Fixed Assets</b>	<b>7,448,262</b>
<b>Investments or Other Non-Current Assets</b>	
Investment in SAM	5,091,453
ERAF 5% Retention Receivable	26,516
<b>Total Investments or Other Non-Current Assets</b>	<b>5,117,969</b>
<b>Total Non-Current Assets</b>	<b>12,566,231</b>
<b>Total Assets</b>	<b>16,260,330</b>
<b>Deferred Outflows of Resources</b>	
	<b>134,563</b>

(Continued on next page)



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

<b>LIABILITIES</b>	<b>Nov 2024</b>
<b>Accounts Payable</b>	
Accounts Payable	28,138
<b>Other Current Liabilities</b>	
Accrued Vacation	11,301
Deposits Payable	6,520
Payroll Liabilities	1,895
Recology-Delinquent Garbage Payable	10,172
<b>Total Other Current Liabilities</b>	<b>29,888</b>
<b>Total Current Liabilities</b>	<b>58,027</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>262,853</b>
<b>Deferred Inflows of Resources</b>	<b>13,576</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	7,448,262
Net Position - Unrestricted	8,670,202
<b>Total Net Position</b>	<b>\$ 16,118,464</b>

**Granada Community Services District**  
**Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)**  
**For the Five Months Ended November 30, 2024**

Revenue	Jul-Nov 2024	Expected to Date	Variance YTD	FY 2024/2025 Budget
<b>Operating Revenue</b>				
Sewer Service Charges-SMC	\$ -	\$ 1,160,417	\$ (1,160,417)	\$ 2,785,000
Connection Fees	18,800	7,833	10,967	18,800
<b>Total Operating Revenue</b>	<b>18,800</b>	<b>1,168,250</b>	<b>(1,149,450)</b>	<b>2,803,800</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	86,655	76,250	10,405	183,000
Net Incr.(Decr.) FV of Invstmnts	19	-	19	-
SAM Refund from Prior Yr	-	417	(417)	1,000
ERAF Refund	17,888	250,000	(232,112)	500,000
Misc Income	3,100	2,500	600	6,000
Lease Revenue	25,000	25,000	-	60,000
Park Tax Allocation	77,768	391,667	(313,899)	940,000
AD OH Reimbursement	-	15,000	(15,000)	36,000
Recology Franchise Fee	19,430	19,167	263	46,000
<b>Total Non Operating Revenue</b>	<b>229,860</b>	<b>780,000</b>	<b>(550,140)</b>	<b>1,772,000</b>
<b>Total Revenue</b>	<b>248,660</b>	<b>1,948,250</b>	<b>(1,699,590)</b>	<b>4,575,800</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	497,973	500,466	(2,493)	1,201,119
SAM - Pass Through Costs	41,775	-	41,775	-
SAM - Collections	72,817	72,817	-	174,761
Depreciation Expense	120,121	-	120,121	-
CCTV	-	6,250	(6,250)	15,000
Pet Waste Station	545	-	545	-
RCD - Parks	-	2,083	(2,083)	5,000
Half Moon Bay Reimb - Parks	53,110	11,250	41,860	27,000
Parks & Rec Professional Svcs	39,470	-	39,470	-
<b>Total Operations</b>	<b>825,811</b>	<b>592,867</b>	<b>232,944</b>	<b>1,422,880</b>
<b>Administration</b>				
Auditing	500	7,500	(7,000)	18,000
Copier lease	1,261	1,875	(614)	4,500
Directors' Compensation	4,750	6,250	(1,500)	15,000
Education & Travel Reimb	2,800	833	1,967	2,000
Employee Compensation	154,566	158,750	(4,184)	381,000
Engineering Services	19,671	14,583	5,087	35,000
Insurance	1,363	27,083	(25,721)	65,000
Legal Services	27,094	54,167	(27,073)	130,000
Memberships	7,868	4,167	3,701	10,000
Office Lease	25,250	25,833	(583)	62,000
Office Maintenance & Repairs	1,407	1,458	(51)	3,500
Other Property Maint.	2,508	-	2,508	-
Office Supplies	1,694	-	1,694	-

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Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Five Months Ended November 30, 2024  
(Continued)

Expenses (Continued)	Jul-Nov 2024	Expected to Date	Variance YTD	FY 2024/2025 Budget
<b>Administration (Continued)</b>				
Professional Services	59,231	106,250	(47,019)	255,000
Publications & Notices	1,107	3,750	(2,643)	9,000
Utilities	4,581	6,667	(2,086)	16,000
Video Taping	2,000	2,083	(83)	5,000
Computers	3,672	2,083	1,588	5,000
Miscellaneous	7,756	417	7,339	1,000
Bank Service Charges	241	-	241	-
Park Related Misc Expenses	19,350	6,250	13,100	15,000
<b>Total Administration</b>	<b>348,668</b>	<b>430,000</b>	<b>(81,332)</b>	<b>1,032,000</b>
<b>Capital Projects</b>				
Infrastructure Repairs	238,000	239,674	(1,674)	575,217
SSMP Costs	4,963	-	4,963	-
6-yr CIP Phase 2	6,115	-	6,115	-
6-yr CIP Phase 3	-	27,083	(27,083)	65,000
Mainline System Repairs	-	4,167	(4,167)	10,000
<b>Total Capital Projects</b>	<b>249,078</b>	<b>270,924</b>	<b>(21,846)</b>	<b>650,217</b>
<b>Total Expenses</b>	<b>1,423,557</b>	<b>1,293,791</b>	<b>129,766</b>	<b>3,105,097</b>
<b>Change in Net Position</b>	<b>\$ (1,174,897)</b>	<b>\$ 654,459</b>	<b>\$ (1,829,357)</b>	<b>\$ 1,470,703</b>
<b>Beginning Net Position</b>	<b>\$ 17,293,361</b>	<b>\$ 17,293,361</b>	<b>\$ -</b>	<b>\$ 17,293,361</b>
<b>Ending Net Position</b>	<b>\$ 16,118,464</b>	<b>\$ 17,947,821</b>	<b>\$ (1,829,357)</b>	<b>\$ 18,764,064</b>

# Supplementary Information

Granada Community Services District  
 Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
 (Unaudited)  
 For the Five Months Ended November 30, 2024

Revenue	Sewer	Parks & Recreation	Total
<b>Operating Revenue</b>			
Connection Fees	\$ 18,800	\$ -	\$ 18,800
<b>Non Operating Revenue</b>			
Interest on Reserves	62,628	24,027	86,655
Net Incr.(Decr.) FV of Invstmts	13	6	19
ERAF Refund	10,733	7,155	17,888
Misc Income	3,100	-	3,100
Lease Revenue	21,250	3,750	25,000
Park Tax Allocation	-	77,768	77,768
Recology Franchise Fee	19,430	-	19,430
<b>Total Non Operating Revenue</b>	<b>117,154</b>	<b>112,706</b>	<b>229,860</b>
<b>Total Revenue</b>	<b>135,954</b>	<b>112,706</b>	<b>248,660</b>
<b>Expenses</b>			
<b>Operations</b>			
SAM - General	497,973	-	497,973
SAM - Pass Through Costs	41,775	-	41,775
SAM - Collections	72,817	-	72,817
Depreciation Expense	118,473	1,648	120,121
Pet Waste Station	-	545	545
Half Moon Bay Reimb - Parks	-	53,110	53,110
Parks & Rec Professional Svcs	-	39,470	39,470
<b>Total Operations</b>	<b>731,039</b>	<b>94,772</b>	<b>825,811</b>
<b>Administration</b>			
Auditing	375	125	500
Copier lease	946	315	1,261
Directors' Compensation	3,563	1,188	4,750
Education & Travel Reimb	2,100	700	2,800
Employee Compensation	115,925	38,641	154,566
Engineering Services	19,671	-	19,671
Insurance	1,022	341	1,363
Legal Services	14,596	12,498	27,094
Memberships	6,154	1,715	7,868
Office Lease	18,938	6,313	25,250
Office Maintenance & Repairs	1,055	352	1,407
Other Property Maint.	958	1,550	2,508
Office Supplies	1,270	423	1,694

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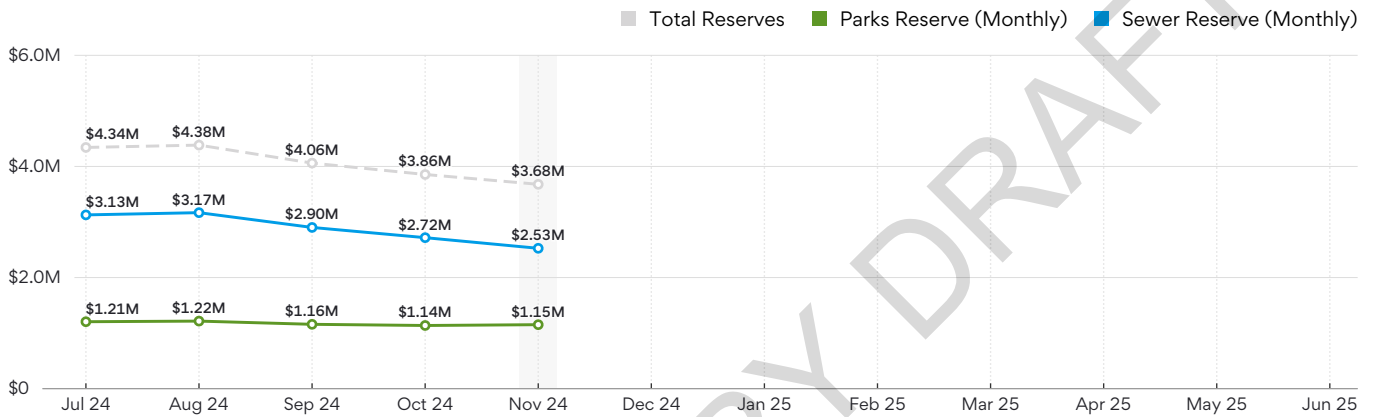
Supplementary Information  
Granada Community Services District  
Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund  
(Unaudited)  
For the Five Months Ended November 30, 2024  
(Continued)

Expenses (Continued)	Sewer	Parks & Recreation	Total
<b>Administration (Continued)</b>			
Professional Services	45,348	13,883	59,231
Publications & Notices	1,082	25	1,107
Utilities	4,089	492	4,581
Video Taping	1,500	500	2,000
Computers	2,754	918	3,672
Miscellaneous	6,928	827	7,756
Bank Service Charges	181	60	241
Park Related Misc Expenses	-	19,350	19,350
<b>Total Administration</b>	<b>248,454</b>	<b>100,214</b>	<b>348,668</b>
<b>Capital Projects</b>			
Infrastructure Repairs	238,000	-	238,000
SSMP Costs	4,963	-	4,963
6-yr CIP Phase 2	6,115	-	6,115
<b>Total Capital Projects</b>	<b>249,078</b>	<b>-</b>	<b>249,078</b>
<b>Total Expenses</b>	<b>1,228,570</b>	<b>194,987</b>	<b>1,423,557</b>
<b>Change in Net Position</b>	<b>\$ (1,092,616)</b>	<b>\$ (82,281)</b>	<b>\$ (1,174,897)</b>

**Supplementary Information**  
**Granada Community Services District**  
**Budgetary Reserve Balance Roll-Forward Schedule (Unaudited)**  
**For the Five Months Ended November 30, 2024**

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

**Reserve Balances**



<b>Sewer Reserves (\$)</b>	<b>2024/2025 (YTD)</b>
Beginning Sewer Reserve	3,273,516
Change in Sewer Reserve	(746,833)
<b>Ending Sewer Reserve</b>	<b>2,526,683</b>

<b>Parks &amp; Recreation Reserves (\$)</b>	<b>2024/2025 (YTD)</b>
Beginning Parks Reserve	1,206,127
Change in Parks Reserve	(54,408)
<b>Ending Parks Reserve</b>	<b>1,151,719</b>

<b>Total Cash Reserves (\$)</b>	<b>2024/2025 (YTD)</b>
<b>Ending Reserves</b>	<b>3,678,402</b>

**GRANADA COMMUNITY SERVICES DISTRICT**

# Administrative Staff Report

Period: December 13, 2024 to January 10, 2025  
 To: Board of Directors  
 From: Hope Atmore, Assistant General Manager  
 Date: January 16, 2025

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

**APPLICATIONS RECEIVED**

There were no applications received this period.

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/19/24	ADU	Pasternak	047-286-010	330 Santa Maria Ave, EG	5,844	R1/S17
08/05/24	VAR	Taffera	048-022-370	0 Magellan Ave, EG	8,800	S94
08/07/24	ADU	Williamson	047-127-470	255 Ave Balboa, EG	3,049	R1/S17
08/27/24	1A	Uccelli	047-122-180	130 Sonora Ave	6,132	R1/S17
09/18/24	ADU	Sullivan	047-132-060	315 San Carlos Ave	5,000	R1/S17
9/30/24	1A	Peng	047-218-280	568 Ferdinand Ave	5,001	R1/S17
10/08/24	VAR	Uccelli	047-122-010	0 Sonora, EG	3,986	R1/S17
12/05/24	ADU	Raffai	037-352-180	20 Sea Crest Ct, EG	5,238	R1/S17

Shaded items were previously reported.

**PERMITS ISSUED**

There were no permits issued this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3258	ADU	07/08/24	Galvan Trust	047-287-250	448 Ave Cabrillo, EG	5,000	R1/S17
3259	2M	07/16/24	Adasiewicz	047-023-320	362 Harvard Ave, Princeton	3,500	CCR/DR
3260	ADU	07/26/24	Pasternak	047-286-010	330 Santa Maria Ave, EG	5,844	R1/S17
3261	ADU	07/26/24	Dittmer	047-162-550	747 El Granada Blvd, EG	10,518	R1/S17
3262	ADU	08/08/24	O’Driscoll	047-121-050	400 Washington Blvd, HMB	15,000	R1/HMB
3263	1A	09/20/24	Stoloski	048-133-040	2778 Pullman Ave, HMB	18,700	R1/HMB
3264	1A	10/10/24	Uccelli	047-122-180	130 Sonora Ave	6,132	R1/S17
3265	1A	11/01/24	McGregor	048-065-060	599 Alto Ave, Miramar	4,800	R1/S94
3266	ADU	11/22/24	Sullivan	047-132-060	315 San Carlos Ave, EG	5,000	R1/S94

Shaded items were previously reported.

**SEWER HOOK-UPS**

There were no hook-ups this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3252	2A	09/05/24	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
3254	1A	12/01/24	Irfan	048-032-070	239 Cortez Ave, Miramar	4,400	R1/S94
3253	1A	12/04/24	Kybych	048-044-200	380 Medio Ave, Miramar	9,125	R1/S94

Shaded items were previously reported.

