



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, July 18, 2024

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

<p>Topic: GCS D Board Meeting Time: July 18, 2024 7:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/82642686214</p> <p>Meeting ID: 826 4268 6214</p>	<p>OR</p> <p>Dial by your location +1 669 444 9171 US</p>
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CALL REGULAR MEETING TO ORDER AT 7:00 p.m.

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

ROLL CALL

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

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

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

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

GENERAL PUBLIC PARTICIPATION

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

REGULAR MEETING AGENDA

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b. Report on Planned Recreation Program Events.	
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Recommendation:	
1) Open Public Hearing for public comment.	
2) Close Public Hearing.	
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COMMITTEE REPORTS

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

INFORMATION CALENDAR

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ADJOURN TO CLOSED SESSION

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

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

RECONVENE TO OPEN SESSION

Report on reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

At the conclusion of the June 20, 2024 Regular Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2024-04

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

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



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation
Date: July 18, 2024

a. Report on Granada Community Park and Recreation Center

The public comment period for the Granada Community Park Project was extended per Board direction and will end on July 19, 2024. An update on the comments received will be given at the board meeting on July 18, 2024. All comments are being recorded and will be sent to Montrose Environmental Consulting for review.

The District had a discussion with Townsend Public Affairs and agreed to put a temporary hold on the District contract with Townsend until the Granada Community Park and Rec Center project is at more shovel ready phase and better positioned to apply for grants.

b. Recreation Programming

The next edition of the Granada Gazette e-newsletter will be ready during the second week of August for planned Fall events. Upcoming/ongoing events include:

- July 20 and October 12 Recology Recycling Events
- Bookmobile Visits – ongoing 2nd and 4th Monday from 2:00-3:30PM in the dirt lot



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the FY 2024/25 Tax Roll
Date: July 18, 2024

Attached is the summary of the Sewer Service Charge Report and Delinquent Garbage Account Report for the 2024/25 fiscal year tax roll, and the corresponding Resolution. The entire list of APN's and corresponding sewer service charges, as well as a list of the delinquent garbage accounts, is available at the District office and will be available for review at the board meeting and public hearing.

All premises connected to the District's wastewater system are subject to the sewer service charge. The amount of the charge has increased from last year's \$755 to \$860 per residential unit (ERU) for residential customers, while the commercial charge has increased by a similar 14% based on each establishment's commercial category and annual metered water consumption for the preceding 12-month period ending on March 31st.

The sewer service charges listed in the report for assessment on the County tax roll total \$2,759,206. This is an increase of \$319,956 over last year's assessment. Pursuant to the provisions of Division 5, Part 3, Chapter 6, Article 4, of the Health and Safety Code of the State of California, the revenues derived from the charges will be used for the acquisition, construction or reconstruction, maintenance and operation of sanitation or sewage facilities of the District.

The Delinquent Garbage Account Report represents unpaid balances for garbage collection services provided to residential and commercial accounts between April 1, 2023 to March 31, 2024. The District places the delinquent amount on the tax roll for collection, and subsequently sends it to Recology in the form of a pass-through. Recology's General Manager has certified that the information contained on the delinquency list is true and correct.

The District is required to hold a public hearing to receive public comment and to consider any objections or protests regarding the charges contained in the report. As of the writing of this memorandum, no comments or protests have been received by the District.

Upon the conclusion of the public hearing, staff recommends the Board approve and adopt the Sewer Service Charge Report and Delinquent Garbage Account Report and the associated resolution and authorize the collection of said charges on the FY 2024/25 County tax roll. Upon adoption of the

resolution, it will be filed with the Controller of the County of San Mateo in accordance with the provisions of Sections 5473.5 through 5473.11 of the Health and Safety Code of the State of California.

GRANADA COMMUNITY SERVICES DISTRICT

**ANNUAL SEWER SERVICE CHARGE
AND DELINQUENT GARBAGE ACCOUNT REPORTS**

FISCAL YEAR 2024/25 TAX ROLL



July 18, 2024

GRANADA COMMUNITY SERVICES DISTRICT

**SEWER SERVICE CHARGE SUMMARY
FY 2024/25**

Account Type	# of Accounts	Charge by Type	
<u>Commercial</u>			
General	107	\$	159,802.03
Hotels/Motels	13	\$	115,947.30
Offices	4	\$	3,440.00
Restaurants	13	\$	169,056.03
Schools*	2	\$	3,795.75
Commercial Total:	139	\$	452,041.11
<u>Residential</u>			
Beach House Hotel	61	\$	52,460.00
Multiple-Res	100	\$	239,080.00
Single Family Res	2335	\$	2,015,625.00
Residential Total:	2496	\$	2,307,165.00
 REPORT TOTAL:	 2635	 \$	 2,759,206.11

*480 Avenue Alhambra is not included on tax roll as it is a GCSD owned property.

GRANADA COMMUNITY SERVICES DISTRICT



**FISCAL YEAR 2024/25
DELINQUENT GARBAGE ACCOUNT TAX ROLL**

GRANADA COMMUNITY SERVICES DISTRICT

**DELINQUENT GARBAGE CHARGE SUMMARY
FY 2024/25**

Charges accrued between April 1, 2023 through
March 31, 2024

Delinquent Accounts		87
Amount due	\$	66,674.51
10% Penalty	\$	6,667.45
Report Total	\$	73,341.96

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2024-05

**RESOLUTION ADOPTING SEWER SERVICE CHARGE REPORT AND
DELINQUENT GARBAGE SERVICE CHARGE REPORT, AND
AUTHORIZING COLLECTION OF SAID CHARGES
ON THE 2024-2025 TAX ROLL**

The Board of Directors of the Granada Community Services District (“District”) finds and determines as follows:

1. The District has adopted a budget for the fiscal year beginning July 1, 2024;
2. The District has adopted by resolution an annual rate for sewer service charges according to the classification of uses;
3. A written report was prepared and filed with the District Secretary pursuant to District Ordinance Code Section 700(11)(B), containing a description of each parcel of real property with premises connected to the District’s wastewater system (unless exempt pursuant to Section 501(02) of Article V of the District Ordinance Code). The written report also contains the charge for each such parcel for the fiscal year beginning July 1, 2024;
4. A written report was prepared and filed with the District Secretary pursuant to District Ordinance Code Section 303(03), containing a description of each parcel of real property being delinquent in payment of charges for mandatory garbage service and the delinquent charge for each such parcel as of March 31, 2024;
5. A notice of the filing of the report and of a public hearing for July 18, 2024 at 7:00 p.m. at the District’s meeting room was published as required by Health and Safety Code section 5473.1 and Government Code section 6066;
6. At the duly noticed public hearing on July 18, 2024 the Board heard and considered all objections or protests, if any, to the written report regarding the sewer service charges and the written report regarding delinquent payment of garbage service charges.

IT IS RESOLVED and determined by the Board of Directors of the Granada Community Services District as follows:

1. The sewer service charges for each parcel contained in the written report thereof were computed in conformity with the rates prescribed by the District Ordinance Code and Fee Resolution for sewer service charges;
2. The delinquent charges for mandatory garbage service contained in the written report thereof are accurate;
3. The final sewer service charge report, a copy of which is attached to this resolution, is adopted and approved;

4. The final delinquent garbage service charge report, a copy of which is attached to this resolution, is adopted and approved;
5. The District elects to have the said sewer service charges for the forthcoming fiscal year, and the delinquent garbage service charges, collected on the County of San Mateo tax roll, by the same persons and at the same time as, together with and not separately from, the general taxes.
6. The Controller of County of San Mateo is authorized to enter the amounts of the charges shown on the sewer service charge report and the delinquent garbage service charge report against the respective lots or parcels of land as they appear on the current assessment roll. Where any such lots or parcels are outside the boundaries of the District, they shall be added to the assessment roll of the District for the purpose of collecting such charges. If any property appearing on said reports is not described on the assessment roll, the Controller is authorized to enter the description thereon together with the amounts of the charges.
7. The District Secretary shall cause a true copy of this resolution to be delivered to the Controller of the County of San Mateo.

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the Granada Community Services District, San Mateo County, California, held on the 18th day of July, 2024.

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:

Nancy Marsh, President

Attest:

Hope Atmore, Board Secretary

July 11, 2024

Memorandum

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

6-Year CIP, Project 3

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

Harbor Village RV Park

The RV Park project is still under construction.

Pillar Point Harbor RV Park Public Restroom Project

Construction of the Restroom project at the RV park is not complete.

Pillar Point Harbor Sewage Meter

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

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

A draft Progressive Design Build (PDB) Request for Proposals was on the July 8th SAM Board agenda to be sent to the three shortlisted PDR teams. Proposals would be due on 9/6/24. The schedule included approval of a design contract with the selected team on 11/11/24, approval of the construction contract on 7/14/25 and construction complete on 6/30/26.

El Granada Elementary School Project

No activity this month.

Naples Beach, Phase 2 Easement

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



SEWER AUTHORITY MID-COASTSIDE
Board of Directors Meeting Agenda
Regular Board Meeting 7:00 PM, Monday, July 8, 2024

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89197765500?pwd=Ff9uhGzhbyyzi5r2OYnMZF87yV5v19.1>

Meeting ID: 891 9776 5500

Passcode: 799635

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

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

1. CALL TO ORDER

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

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

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on July 8, 2024, will be read aloud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of June 10, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for July 8, 2024 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending May 31, 2024 (receive and file) (**Attachment**)

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

- A. Authorize General Manager to issue Request for Proposals (RFP) to shortlisted Progressive Design Build Team for design and construction of the SAM's Intertie Pipeline System (IPS) line located in Montara. (**Attachment**)

5. GENERAL MANAGER'S REPORT

- A. Monthly Managers' Report – May 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)

B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government code 54957, Title: General Manager

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: July 22, 2024, and August 12, 2024

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

INFORMATION FOR THE PUBLIC

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

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

Board meetings are accessible to people with disabilities. Upon request, the Authority will make this agenda available in appropriate alternative formats to persons with a disability. In compliance with the Americans with Disabilities Act, the Authority will provide special assistance for participation in this meeting. Please submit requests for a disability-related modification or 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: July 8, 2024
SUBJECT: **Monthly Manager's Report – May 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 *May 2024*.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.995	61.90%
Granada CSD	0.306	19.06%
Montara W&SD	0.306	19.04%
Total	1.608	100.0%

Administration

There was one Regular Board Meeting in the month of May 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 to use Drone for Confined Space Inspections Improving Visuals and Keeping Workers Safe, (May 16, 2024), and Can the EPA's Water Infrastructure Finance and Innovate Act's Annual \$6B Budget Help Finance SAM's Infrastructure with Low Interest, Long Term Loans without Burdening the Rate Payers? There were no new hires in the month of May. There were no Anniversary's in the month of May.

Operations & Maintenance

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

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

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

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

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

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

While we did get some rain early in May it was not over the top or anything. There were some power issues in the field, some weather related, and some were PG&E issues.

Early in the month, (5/1), 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 the covered topics were heat illness, summer safety, and electrical safety. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

The Princeton project is moving along well, at this rate we should be functional in the not-too-distant future. Still a little messy but at least there are no deep trenches. Forward motion as I said before is the main thing.

GSE was in and replaced the digester mixing pumps. The Wemco mix pumps were original equipment and were replaced with Vaughan chopper style mix pumps. Between the chopper pumps and the finer bar screens we are hopeful rags will not be an issue in the digester going forward.

We still need to get the digester back online, we are getting the top hatches coated and once that is complete we should be able to get it buttoned up.

The surge tank at the Portola station has had the bladder replaced with the thicker bladder I spoke of last month. We currently are running the small pump for the most part to minimize any additional load on the system. SRT is having more in-depth discussions with the manufacturer regarding this this.

Update on the boiler replacement. We are still going forward, it's in the BAAQMD hands, for reference this started in May of last year.

During the month of May 2024 rainfall was above the historic normal for Half Moon Bay. The 10-year average for the area is 0.745 inches of rain in, (0.98 inches used to be considered normal, this year we received 1.36 inches, above the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 1.36 inches, (from the NOAA gauge at the plant). Our roof top had 1.34 at the plant, 1.16 inches in the GCSD service area, and 1.48 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 May 2024.

5/1/2024 – Daily ops rounds and duties. GSE here completing work on digester mixing pumps. Collect samples during the day of primary effluent and check temp. Safety training for staff (heat illness, summer safety, basic electrical) . Worked on Primary and thickened sludge data per Tim. Hypo chemical pump #3 not steady, this pump was recently rebuilt so we are not super with the rebuild option, switched to Hypo pump #4. Also looking

at alternative pumps as these seem to have an extremely long lead time now.

- 5/2/2024– Daily ops rounds and duties. Add polymer to MLSS effluent. Connect sentry probe meter and start collecting info on influent and primary effluent COD's. Exercise all influent pumps. Change settings at PORTOLA pump station due to broken surge tank bladder. RAS chlorine pump failed due to earth fault on VFD, contact CALCON for diagnosing. Replace rubber gasket on belt press upper spray box.
- 5/3/2024 – Daily ops rounds and duties. Add polymer to MLSS effluent. CALCON at the plant to trouble shoot Chemical hypo pump #2, they found water in the electrical wires which caused a short. Found the MICRO 2000 CL2 analyzer not reading correctly, a possible blockage in the tubing, cleared the issue and started working properly. Worked on CEPT polymer pump to the primaries and got it working.
- 5/4/2024 – Saturday-Daily ops rounds and duties. Windy and rainy conditions during the day. Pump down all chemical sumps. Adjust timers on primary pumping rates. Noticed high amounts of grease coming thru the plant.
- 5/5/2024 – Sunday-Daily ops rounds and duties. Hose down bar screens. Enter info onto HACH WIMS. No anomalies.
- 5/6/2024 – Daily ops rounds and duties. Add polymer to MLSS effluent. Power outage in MONTARA, affected some of the lift stations in the area including the pump station. Plant tour for the auditors. Talked to CALCON about chemical pumps. Perform weekly inventory for plant supplies. Confined space at Princeton to confirm discharge line from station, there were abandoned lines in the street creating confusion.
- 5/7/2024 – Daily ops rounds and duties. Add polymer and alum to MLSS effluent. Add fuel to SAM 5. Clean all DO probes meters in the aeration basins. Union meeting during the day. Work with SRT on SSMP update.
- 5/8/2024 – Daily ops rounds and duties. Add polymer and alum to the MLSS effluent. Fill and mix a couple polymer totes. Stop addition of CL@ to the RAS due to no filaments. Increased DO set point to the Aeration basins. Clean Primary sludge pumps number 2, 3, and 5. Add BIO STAR to the MLSS due to low inventory of microorganisms. Perform annual accreditation test for the lab, (DO, PH, & CL2 Residual). Work with SRT on SSMP update.
- 5/9/2024 – Daily ops rounds and duties. Add polymer and alum to the MLSS effluent. Collect quarterly oil and grease samples and de watered cake sample.

Also perform MDL test. Found pump #1 at PORTOLA station leaking from the gasket did inform mechanics. Exercise all influent pumps.

- 5/10/2024 – Daily ops rounds. Add polymer to the MLSS effluent to help solids settle in the secondary. Delivery to the plant of bladder valve for PORTOLA pump station. Perform temporary repair on HYPO chemical piping due to a light leak and set up a bypass line as well.
- 5/11/2024 – Saturday - Daily ops rounds. Add polymer to the MLSS effluent. Adjust primary sludge pump rates. Decreased DO on both aeration basins. Fill up a couple polymer totes. Replace ALUM tote with a new one. Plug in 2-inch pump inside digester number 2 to remove ground water.
- 5/12/2024 – Sunday - Daily ops rounds and duties. Fill and mix a couple polymer totes. Add polymer to the MLSS effluent to help solids settle. Wash down primary and secondary clarifier weirs. Collect alpha samples.
- 5/13/2024 – Daily ops rounds and duties. Add polymer to the MLLS influent and effluent. Clean all chemical pump filters. CALCON here at the plant working on electrical conduit. Collect ALPHA samples. Mechanics working on influent pump PM's. Order Hypochlorite for PRINCETON pump station. Wash-down primary effluent channel to the MLSS due to heavy foam.
- 5/14/2024 – Daily ops rounds and duties. Add polymer to the MLSS effluent. GSE working on Digester mixing pump demo. CALCON here at the plant doing calibrations. Start addition of CL2 to the RAS due to heavy foam and high nitrates. SRT consultants at SAM.
- 5/15/2024 – Daily ops rounds and duties. Add polymer to MLLS effluent and influent. GSE here at the plant working on digester #1 mixing pump. CALCON here doing electrical work. Replace and repair tubing inside hypo chemical pump cabinet due to a small leak. Replace Influent sampler peristaltic tubing because of a small leak. Start heat exchanger #1 and run both #1 and #2 simultaneous to increase flow into digester #1.
- 5/16/2024 – Daily ops rounds. Hypochlorite delivery to the plant. Add polymer to the MLSS effluent. GSE at the plant working on Digester mixing pump. CALCON here working on electrical wiring to the mixing pump also working on bar screen and influent pump programming. Remove 4-inch trash pump form behind digester building and set alongside contact basins.
- 5/17/2024 – Daily ops rounds and duties. Add polymer to the MLSS influent side and effluent side. Painting company here to paint new digester mixing pump

and motor. Received Hypochlorite delivery at PRINCETON. Mix chemicals for DEOX analyzer 2000. Collect COVID samples and deliver to UPS.

- 5/18/2024 – Saturday - Daily ops rounds and duties. Add polymer to the MLSS effluent only. Wash-down secondary weirs because of algae build up. Noticed Hypo chemical pump #3 not keeping up, switched over to chemical pump #4.
- 5/19/2024 – Sunday - Daily ops rounds and duties. Add polymer to MLSS influent and effluent. Increase the chlorine to the RAS from 40 to 44 lbs. /day. No anomalies.
- 5/20/2024 – Daily ops rounds and duties. Continue adding polymer to the MLSS effluent 1 tote during the day and 1 tote during nighttime. MASON CO. Painters here working in the influent pump area. Cintas here to deliver uniforms. Increase chlorine to the RAS from 44 to 48 lbs. /day.
- 5/21/2024 – Daily ops rounds and duties. MASON CO. Painters here working in influent pump area. CALCON here working on calibrating equipment also working at PRINCETON pump station. Added polymer to the influent and effluent side of the MLSS. Test overflow at PRINCETON station to confirm amount of time needed to connect new piping. Start RAS pump #2 to pump down secondary clarifier #2.
- 5/22/2024 – Daily ops rounds and duties. Continue adding polymer to the MLSS effluent to help solids settle in the secondary. CALCON at PRINCETON pump station working on the electrical wiring. Replaced air filter for the NEUROS blower. Continue washing down secondary clarifier #2. Turn off RAS pump #2, not needed due to secondary #2 being out of service.
- 5/23/2024 – Daily ops rounds and duties. Add polymer to MLSS effluent. CALCON is working on calibrating flow meters. Hypo chemical pump #5, pump head replaced but not working properly, CALCON will diagnose at later date. MASON COMPANY PAINTERS here painting influent pumps.
- 5/24/2024 – Daily ops rounds and duties. Added polymer to the MLSS effluent to help solids settle in the secondary. Continue washing down secondary clarifier number 2. Chemical pump at PRINCENTON pump station has a small leak, turned off for the time being while we receive parts to repair.
- 5/25/2024 – Saturday - Daily ops rounds and duties. Add polymer to MLSS effluent. Paperwork.

- 5/26/2024 – Sunday - Daily ops rounds and duties. Add polymer to the MLSS effluent. Adjust primary sludge pumping rates. Fill up a couple polymer totes during the day.
- 5/27/2024 – Holiday - Daily ops rounds and duties. Add polymer to the MLSS effluent. Work on HACH WIMS. Check equipment. Normal day no issues.
- 5/28/2024 – Daily ops rounds and duties. Continue adding polymer to the MLSS effluent to help solids settle in the secondary. Perform weekly chemical inventory. Operator meeting during lunch break.
- 5/29/2024 – Daily ops rounds and duties. Add polymer to the MLSS influent and effluent. Pacific Co., here to work on forklift. Repair small leak on ALUM chemical pump tubing. Repaired leak found in the hypo chemical pump at PRINCETON pump station. Union meeting in the morning.
- 5/30/2024 – Daily ops rounds and duties. Add polymer to the MLSS effluent. PRINCETON pump station, shut down station and installed new valve on force main. Set up ladder inside secondary clarifier number 2 for future inspection.
- 5/31/2024 – Daily ops rounds and duties. Add polymer to the MLSS effluent. Clean contact basin #1. Clean DO probes meters for both aeration basins. SRT consultants here at the plant. Replace Alum tote. Sodium bisulfite delivery to the plant.

Other activities are listed below:

There were 8 deliveries (approximately 4,700 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 470.00. There were no leachate deliveries to the SAM IPS line in the month of May 2024, for a total leachate volume of 0 gallons.

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

Contract Collection Services

The SAM crew cleaned 26,087 feet of sewer line and responded to twenty calls in contract service areas. Six calls were sewer line related and fourteen were maintenance service calls. Nine of the callouts were during regular business hours or started during regular business hours and went into overtime. Eleven of the calls were after hour

callouts. Three of the calls were in HMB, sixteen calls were in the MWSD service area, and one call was in the GCSD service area during the month of May 2024.

HMB – The service calls in HMB were as follows; 5/3 - Call for a later back up, checked main finding no obstruction. The crew noticed what looked like paper towels or flushable wipes around clean out. Advised homeowner to contact a roter service to look at lateral line further. 5/3 - Call for a lateral issue, crew ran main and pulled back clay pipe and roots. The crew went back to televise and found lateral tied directly to end of main, the house in question is the last on the main, odd connection we think.

The maintenance service calls in HMB was as follows; 5/30 - Trouble alarm at Bell Moon LS. Station normal upon arrival. Cleared alarms and checked station for normal operation.

GCSD – The service call in GCSD was as follows; 5/13 - Call for service line issue. When the crew arrived, they saw standing water and flushed the main finding no obstructions. This house is in an area if they don't use enough water their pipes will build up, advised homeowner to flush lateral with hose periodically.

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

MWSD – The sewer line related call in the MWSD area was as follows; 5/3 - Heavy toilet paper build up on bench for manhole MO5066, district engineer is aware of ongoing issue at this location. 5/4 - Concerned citizen called regarding an open manhole, when the crew arrived it was determined that it was for a storm drain and not sewer related. 5/23 - Smart cover response, removed a bunch of rags from manhole that was creating the issue. District engineer is aware of issues at this location. M05066

The maintenance calls in the MWSD service area were as follows; 5/2 - Airport station in alarm due to high float issue, replaced float, tested for proper operation. 5/2 - 5th street station alarm due to power failure, cleared alarms and check station for normal operation. 5/2 - Kanoff street station alarm due to power failure, cleared alarms and check station for normal operation. Genny ran for 27 minutes. 5/2 - 7th street station alarm due to power failure, cleared alarms and check station for normal operation. 5/2 -

Vallemar street station alarm due to power failure, cleared alarms and check station for normal operation. Genny ran for 24 minutes. 5/2 - California street station alarm due to power failure, cleared alarms and check station for normal operation. Genny ran for 64 minutes. 5/6 - All MWSD stations lost power due to Pg& E issue with the exception of Airport. Checked all stations and cleared alarms. After the power was restored checked all station for normal operation. 5/9 - Vallemar station alarm possibly due to wind, reset alarms and checked for normal operation. 5/9 - Vallemar station alarm possibly due to wind, reset alarms and checked for normal operation. 5/19 - Airport high level alarm, new float at station, perhaps a glitch of sorts. Reset alarms and checked station for normal operation. 5/20 - Seal cove #2 via alarm co. There were no alarms present upon arrival. Checked station for normal operation finding no issues. 5/26 - While doing work for the district a contractor pierced the force main from Date Harte lift station. Everything was contained and there was no SSO as a result of the response. Contractor installed a circle clamp to stop leak. Contractor needs to repair part of the gravity force main that got buggered up during the repair work.

The May 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 May 2024.

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report May 2024

Attachment B: Monthly NPDES Report May 2024

Attachment C: Collection System Data May 2024

Attachment D: Contract Collection Service Report May 2024

Attachment A

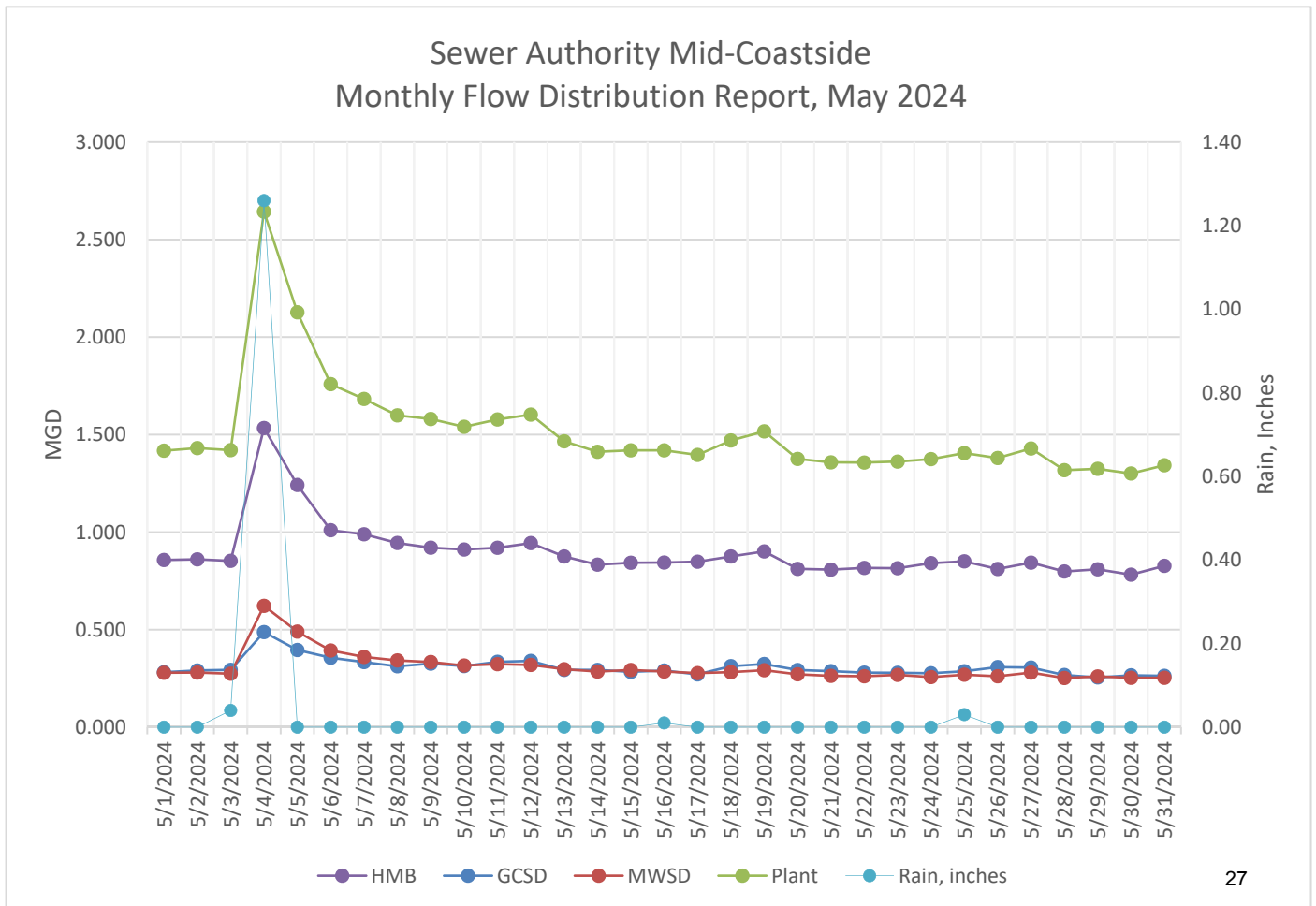
Flow Distribution Report Summary for May 2024

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

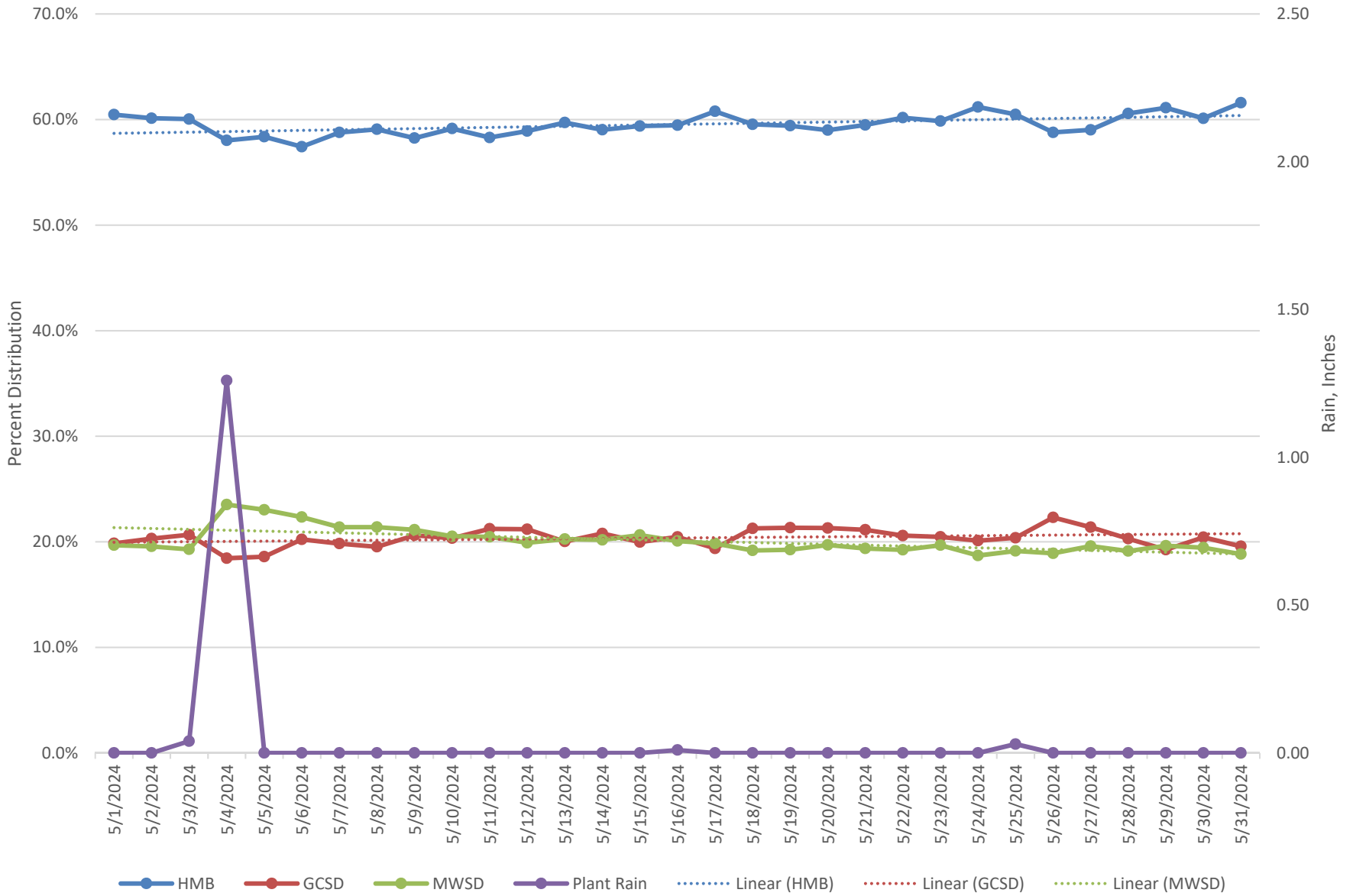
Daily Flow (ADF) for each Member Agency.
The results are attached for your review.

The summary of the ADF information is as follows:

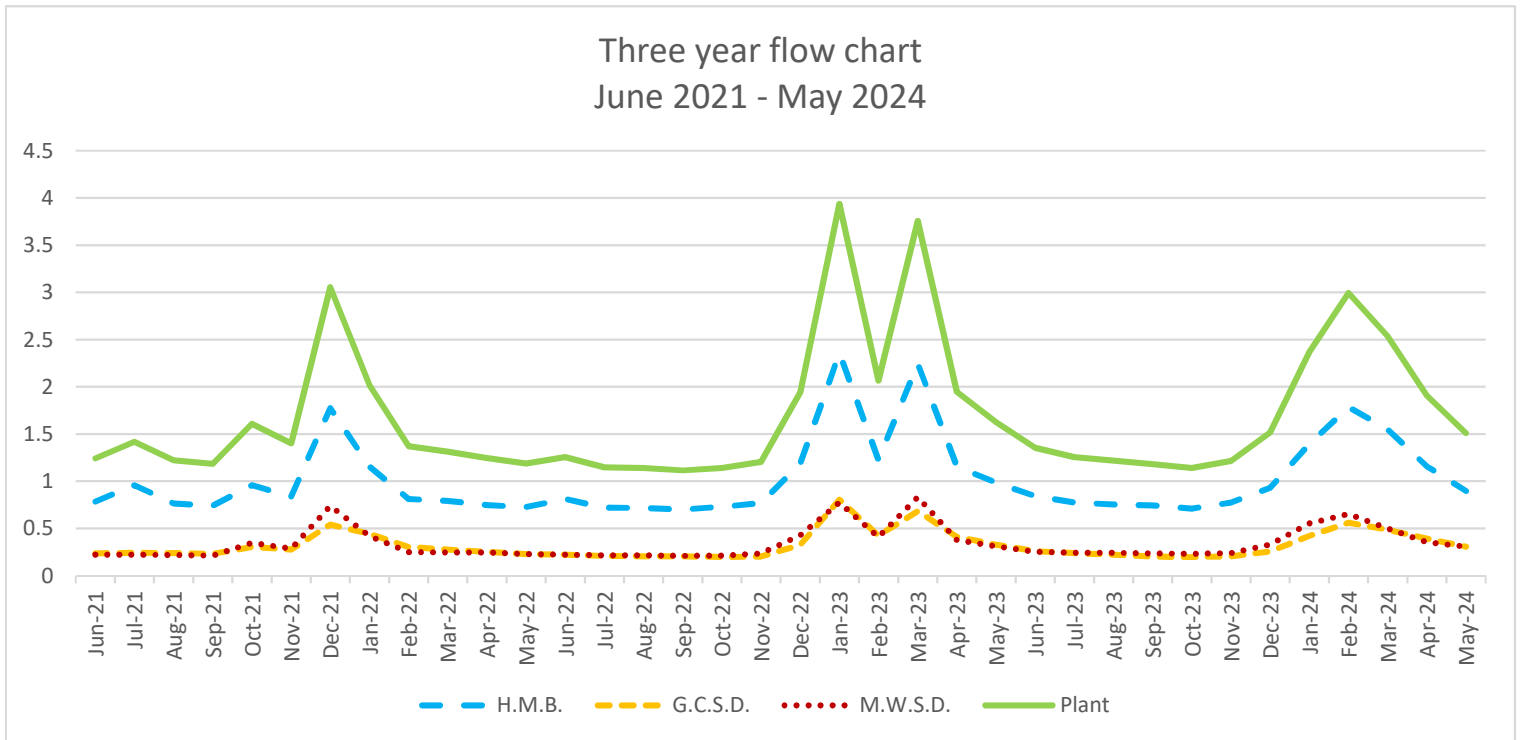
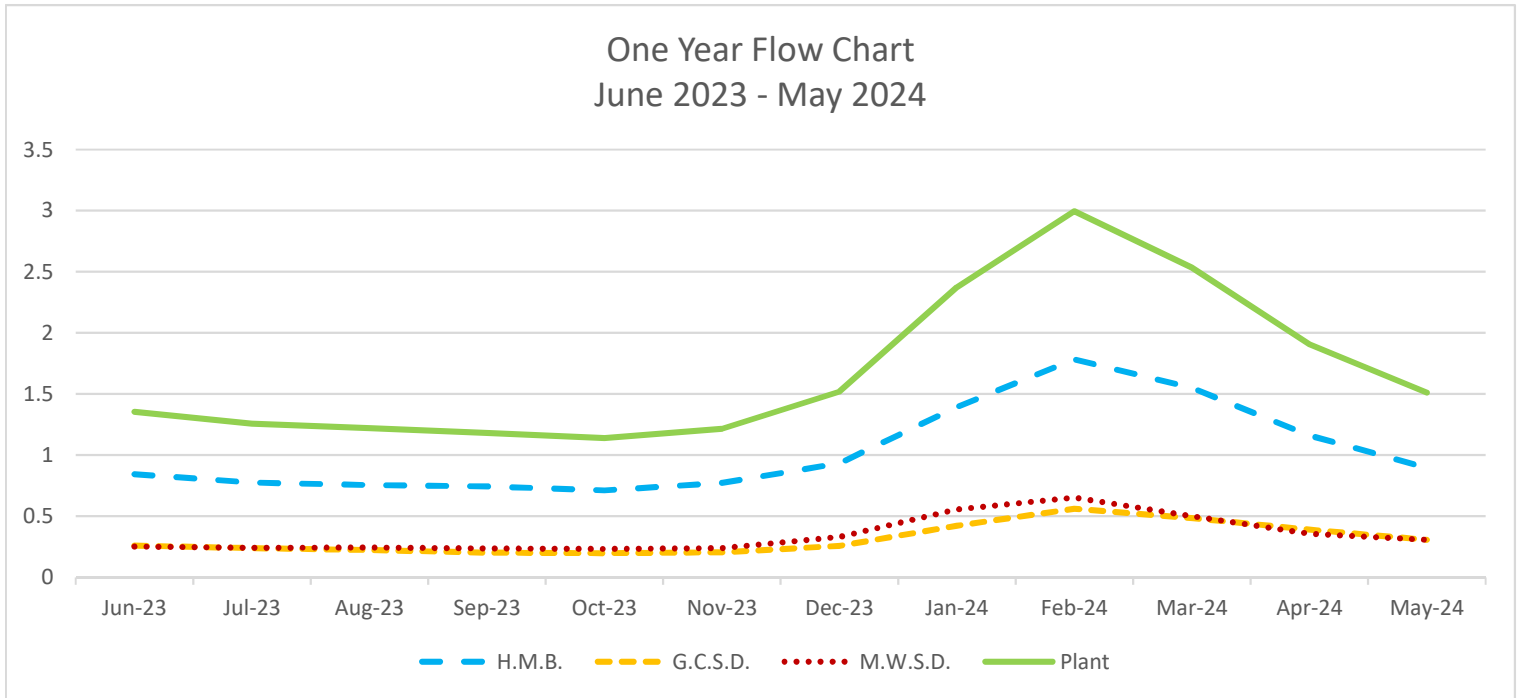
	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.897	59.43%
Granada Community Services District	0.306	20.29%
Montara Water and Sanitary District	<u>0.306</u>	<u>20.28%</u>
Total	1.510	100.0%



Percent Distribution May 2024



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



SAM E-001 May 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
5/1/2024	270	4.60		98.3%	230	170	5.8	
5/2/2024								
5/3/2024								
5/4/2024			4.60					5.80
5/5/2024								
5/6/2024								
5/7/2024								
5/8/2024	250	21.00		91.6%	140	120	10.0	
5/9/2024	220	18.00		91.8%	140	120	14.0	
5/10/2024								
5/11/2024			19.50					12.00
5/12/2024	300	11.00		96.3%	200	180	9.5	
5/13/2024	350	13.00		96.3%	220	190	7.5	
5/14/2024								
5/15/2024								
5/16/2024								
5/17/2024								
5/18/2024			12.00					8.50
5/19/2024								
5/20/2024	340	7.70		97.7%	220	170	7.2	
5/21/2024	320	9.60		97.0%	220	180	6.9	
5/22/2024								
5/23/2024								
5/24/2024								
5/25/2024			8.65					7.05
5/26/2024								
5/27/2024								
5/28/2024	280	7.40		97.4%	230	180	11.0	
5/29/2024	340	6.80		98.0%	210	170	9.2	
5/30/2024								
5/31/2024								
			7.10					10.10
Count	9	9	4	9	9	9	9	4
Minimum	220	4.60	4.60	91.6%	140	120	5.8	5.8
Average	297	11.01	11.19	96.0%	201	164	9.0	8.3
Maximum	350	21.00	19.50	98.3%	230	190	14.0	12.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 May 2024

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
5/1/2024	97.5%	ND		1.50		0.00
5/2/2024						0.00
5/3/2024						0.00
5/4/2024			ND		1.50	0.00
5/5/2024						0.00
5/6/2024						0.00
5/7/2024						0.00
5/8/2024	92.9%	ND		46.00		0.00
5/9/2024	90.0%	ND		4.20		0.00
5/10/2024						0.00
5/11/2024			ND		25.10	0.00
5/12/2024	95.3%	ND		3.30		0.00
5/13/2024	96.6%	ND		2.90		0.00
5/14/2024						0.00
5/15/2024						0.00
5/16/2024						0.00
5/17/2024						0.00
5/18/2024			ND		3.10	0.00
5/19/2024						0.00
5/20/2024	96.7%	ND		1.60		0.00
5/21/2024	96.9%	ND		1.50		0.00
5/22/2024						0.00
5/23/2024						0.00
5/24/2024						0.00
5/25/2024			ND		1.55	0.00
5/26/2024						0.00
5/27/2024						0.00
5/28/2024	95.2%	ND		1.00		0.00
5/29/2024	95.6%	ND		2.80		0.00
5/30/2024						0.00
5/31/2024						0.00
			ND		1.90	
Count	9	0	0	9	4	31
Minimum	90.0%	0.0	< 0.00	1.00	1.50	0.0
Average	95.2%	ND	ND	7.20	7.81	0.0
Maximum	97.5%	0.0	0.0	46.00	25.10	0.000
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 May 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
5/1/2024	0.00	7.1	6.83	18.0	ND		7.83	82.7
5/2/2024	0.00		6.81	18.7			7.70	82.7
5/3/2024	0.00		6.74	18.7			7.90	84.6
5/4/2024	0.00		6.84	18.7		ND	7.58	81.2
5/5/2024	0.00		6.73	17.6			7.61	79.7
5/6/2024	0.00		6.63	18.2			7.89	83.4
5/7/2024	0.00		6.90	18.8			7.81	83.8
5/8/2024	0.00		6.80	19.1			7.25	78.3
5/9/2024	0.00	7.1	6.76	19.3	20		7.56	81.8
5/10/2024	0.00		6.78	19.6			7.60	82.9
5/11/2024	0.00		6.66	19.7		6.597	7.77	84.9
5/12/2024	0.00		6.94	19.3			7.31	79.4
5/13/2024	0.00	9.0	7.07	19.1	ND		7.49	81.0
5/14/2024	0.00		7.03	18.7			6.83	72.9
5/15/2024	0.00		6.99	19.0			7.49	80.6
5/16/2024	0.00		6.77	19.3			7.32	80.0
5/17/2024	0.00		6.91	19.4			7.35	79.7
5/18/2024	0.00		6.76	19.2		6.597	6.83	73.9
5/19/2024	0.00		6.97	19.0			7.30	78.7
5/20/2024	0.00		6.99	19.6			7.62	82.9
5/21/2024	0.00	11.0	6.94	19.4	ND		7.60	82.5
5/22/2024	0.00		6.83	19.8			7.42	81.1
5/23/2024	0.00		6.99	19.5			7.66	83.0
5/24/2024	0.00		6.88	19.2			7.40	80.0
5/25/2024	0.00		6.86	18.8		6.597	6.67	71.7
5/26/2024	0.00		6.85	19.3			6.77	73.4
5/27/2024	0.00		6.95	19.7			7.03	76.7
5/28/2024	0.00		6.92	19.3			7.34	79.5
5/29/2024	0.00	14.0	6.73	19.7	ND		6.94	75.9
5/30/2024	0.00		6.86	19.8			7.45	81.5
5/31/2024	0.00		6.81	19.7			7.53	82.3
						6.597		
Count	31	5	31	31	1	4	31	31
Minimum	0.00	7.1	6.63	17.6	< ND	< ND	6.67	71.7
Average	0.0	9.6	6.86	19.1	< ND	< 6.597	7.41	80.1
Maximum	0.00	14.0	7.07	19.8	20	< 6.6	7.90	84.9
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, May 2024

May 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
Total	0	0	0	0	0

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	1	1	0	0	0
Total	1	1	0	0	0
		100%	0%	0%	0%

Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
May 2024	0	0	0	0	0
12 Month Moving Total	1	1	0	0	0

SSOs / Year / 100 Miles

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

12 Month Rolling Total Sewer Cleaning Summary

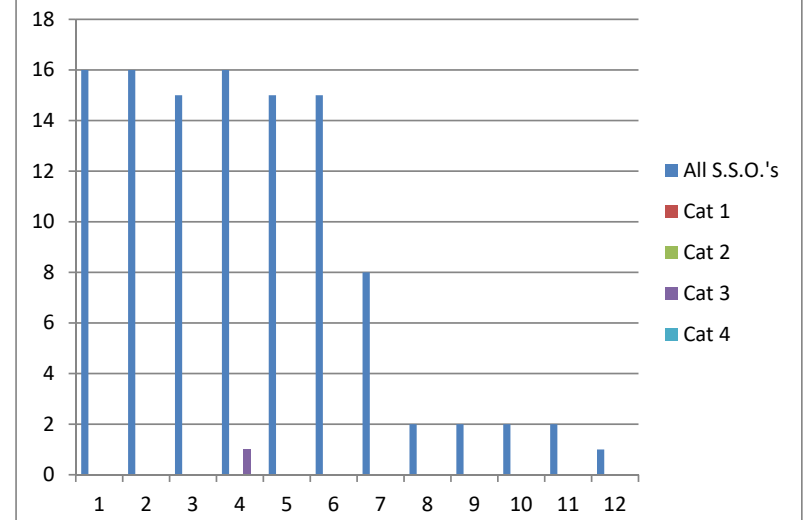
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
June - 23	11,096	10,472	5,375	26,943	5.1
July - 23	9,325	10,286	4,744	24,355	4.6
Aug - 23	22,726	8,469	9,951	41,146	7.8
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
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

Annual ft	136,091	132,157	93,396	361,644	
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Annual Mi.	25.8	25.0	17.7		68.5
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Attachment C

12 Month Moving SSO Totals Through May 2024



TASK SUMMARY- GCSD 2023-2024

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,235	6,242	11,056	9,984	8,489	9,131	14,170	12,392	6,651	11,548	5,953			
Hot Spot Cleaning	5,400	294	3,321	3,974	-	290	1,382	613	667	-	-	4,881			
Lift Station Inspection - Daily	52	4	4	4	4	4	4	4	4	4	4	4			
Lift Station Inspection - Annually	3	-	-	-	-	-	-	-	-	-	-	-			
Maint. Work Orders - Completed	-	4	4	4	4	4	4	4	4	4	4	4			
Maint. Work Orders - Incomplete	-	-	-	-	-	-	-	-	-	-	-	-			
Manhole Inspection	879	57	44	71	43	45	51	71	67	32	58	67			
USA Markings	372	76	81	78	56	53	20	31	24	33	45	31			
F.O.G. Inspections Completed	10	-	22	-	-	-	-	-	-	-	-	-			
F.O.G. Inspections Passed	10	-	15	-	-	-	-	-	-	-	-	-			
F.O.G. Inspection Failed	-	-	7	-	-	-	-	-	-	-	-	-			
Lateral Inspections	-	-	-	-	-	-	-	-	-	-	-	-			
Customer Service Call - Reg	-	1	-	-	-	1	1	-	2	1	1	1			
Customer Service Call - OT	-	-	-	-	-	-	1	1	2	1	-	-			
SSO Response - Category 1	-	-	-	-	-	-	-	-	-	-	-	-			
SSO Response - Category 2	-	-	-	-	-	-	-	-	-	-	-	-			
SSO Response - Category 3	-	-	-	-	-	-	-	-	-	-	-	-			
Insurance Claims Filed	-	0	0	0	0	0	0	0	0	0	0	0			



GRANADA COMMUNITY SERVICES DISTRICT

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

June 20, 2024

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:00 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

- a. Report on Granada Community Park and Recreation Center – Project Manager Ray Razavi reported that the IS/MND was published for public comment in mid-May and that 70 comments had been received within the 30 day comment period, which will be reviewed by the project team. Director Dye gave a brief timeline review of the District's outreach process dating back to the 1990's. Community member DJ Anderson asked if the project was already approved, and also asked for clarification on future steps. Mr. Duffy explained that the MND needs to be approved by the Board at a future public meeting, and the proposed project would go to the County for a Coastal Development Permit. Community member Kate Broderick expressed disappointment over the future closing of the Picasso Preschool. Director Clark gave a summary of the outreach meetings, surveys mailed, comments returned, and Parks Advisory Committee meetings that have taken place and stated that he feels the outreach has been heroic. Director Grant disagreed and stated that the IS/MND is insufficient because there was no needs assessment for a hybrid model for a pre-school. She went on to say that the IS/MND comment period should be extended, and expressed concerns over several of the items in the MND report. Director Randle asked what the process would be for extending the comment period. Legal Counsel Bill

Parkin stated that 30 days is standard for an MND, however, he recommended the additional time because the County has also requested additional time for review of the MND. He stated that staff can make that change without the need for Board action. Director Dye listed the various permits that will be required for the project. Director Randle clarified that a time extension would effectively extend the period for the community to comment on the MND as well. Mr. Duffy stated that staff would reach out to the MCC to arrange a presentation during the extended comment period.

- b. Report on Planned Recreation Program Events – Hope Atmore listed tentative programs for late Summer/Fall including nature journaling, walks, movie night, and Fall Fest with SMC Parks, but during the summer, events are on hold.

2. Consideration of Policy and Resolution for the Statewide November 5, 2024 General Election.

Mr. Duffy explained that the Board should decide between a 200-word or 400-word limit for candidate statements, and also determine if the District or candidates should pay for the cost of candidate statement publication.

ACTION: Director Dye moved to approve a 200-word limit, to have the District pay for candidate statements, and to approve the accompanying Resolution No. 2024-02. (Dye/Clark). Approved 4-0.

President Pro Tem Randle reordered the agenda to consider Item #4.

4. Approval of Audited District Financial Statements for the Fiscal Year Ending June 30, 2023.

Christopher Brown from CJ Brown & Company CPAs provided an overview of his firm and reviewed the audited financial statements for FY ending June 30, 2023.

ACTION: Director Dye moved to approve the Audited District Financial Statements for FY ending June 30, 2023. (Dye/Clark). Approved 4-0.

3. Public Hearing – Consideration of Granada Community Services District Fiscal Year 2024/25 Sewer and Parks & Recreation Budgets.

President Pro Tem Randle opened the public hearing for comments. There were no public comments. The public hearing was closed. Director Grant asked for an explanation of the ERAF revenues the District receives. Mr. Duffy explained that the ERAF refund money is essentially part of the property tax revenue the District receives. The statewide ERAF program took money that was pledged to cities, counties, and special districts as part of Prop 13, and reallocated it to school districts, up to a certain limit of funding. When that certain limit is reached, the money reverts back to the districts, cities, and counties. Mr. Duffy provided an overview of the proposed budget, highlighting the revenue increase of \$105 per ERU for sewer service charges and 14% for commercial accounts, and the increase in interest earned on reserves. Mr. Duffy reported that while the SAM budget had an increase of 15% in the SAM operations budget, the impact on GCSB was less than that due to our reduced flows from the District. Community member Janet Brayer asked for clarification on revenue sources for future parks and recreation. Director Randle pointed out that the District does not yet have an approved project and

therefore the proposed budget supports approved initiatives for the upcoming fiscal year.

ACTION: Director Clark moved to approve the Fiscal Year 2024/25 Sewer and Parks & Recreation Budgets. (Clark/Dye). Approved 4-0.

5. Engineer's Report.

6. Report on Sewer Authority Mid-Coastside Meetings.

Director Clark provided an overview of recent SAM meetings. Director Dye stated that the City of Half Moon Bay passed the SAM budget that included money for the SAM IPS pipeline work in Montara.

- a. SAM Operations and Collections Budget Approval Resolutions.

ACTION: Director Dye moved to approve the Operations and Collections Budgets Resolutions (Dye/Clark). Approved 4-0.

CONSENT AGENDA

7. April 18 Regular Meeting Minutes.

8. May 2024 Warrants.

9. June 2024 Warrants.

10. March 2024 Financial Statements.

11. April 2024 Financial Statements.

12. Dedication of Class 3 Mainline Extension to Serve APN: 048-032-070, 239 Cortez Avenue, Miramar (Irfan).

ACTION: Director Dye moved to approve the Consent Agenda (Dye/Clark). Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

14. Attorney's Report. (Parkin)

General Counsel Bill Parkin reported that the California Supreme Court knocked out the Business Round Table's Initiative in an unanimous decision.

15. General Manager's Report. (Duffy)

16. Administrative Staff Report. (Atmore)

17. Future Agenda Items.

Director Grant stated that Cal Fire mowing ordinances do not apply to GCSB because as a public agency with a natural resources management plan, the District is exempt. Director Randle reminded the Board that the request for an RCD presentation has been made and it is on future agenda items for July or August.

ADJOURN TO CLOSED SESSION

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

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara

County (Superior Court Case No. 17CV316927; Sixth District Court of Appeal Case No. H049896)

RECONVENE TO OPEN SESSION

No reportable action.

ADJOURN REGULAR MEETING

The meeting was adjourned at 9:17 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: July 18, 2024

**Granada Community Services District
July 2024 Warrants
For the July 18, 2024 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
06/20/24	10048	AIMS Team LLC	GIS & AIMS Services 2024	6070 Engineering Services	\$ 6,400.00
06/20/24	10049	KBA Document Solutions	Inv dtd 06/12/24	6140 Office Supplies	27.84
06/20/24	10050	Peninsula Municipal Engineering	Inv dtd 06/12/24	5130 Parks & Rec Professional Svcs	3,420.00
06/20/24	10051	Riordan Consulting	May 2024 IT Svcs	6190 Computers	675.00
07/18/24	10052	Alhambra & Sierra Springs	Invoice dtd 07/04/24	6140 Office Supplies	96.92
07/18/24	10053	Barbara Dye	06/20/24 GCSD	6040 Directors' Compensation	190.00
07/18/24	10054	C.J. Brown & Company CPAs	Prof Svcs through 06/30/24	6010 Auditing	2,960.00
07/18/24	10055	CliftonLarsonAllen LLP	05/15/24-06/15/24 Accounting Svcs	6152 Accounting	4,389.00
07/18/24	10056	Comcast	07/13/24-08/12/24 Svcs	6170 Utilities	339.36
07/18/24	10057	County of San Mateo	District's Share of LAFCO Operating Expenses FY24-25	6220 Miscellaneous	3,258.00
07/18/24	10058	Dudek	05/25/24-06/28/24 Prof. Svcs	6151 General Manager	8,234.88
07/18/24	10059	Hue & Cry, Inc	Aug 2024 Pump Stn Alarm	6170 Utilities	35.59
07/18/24	10060	Jen Randle	06/20/24 GCSD	6040 Directors' Compensation	190.00
07/18/24	10061	Jill Grant	06/20/24 GCSD	6040 Directors' Compensation	190.00
07/18/24	10062	Kikuchi & Kankel Design Group	Prof Svcs through 06/30/24	5130 Parks & Rec Professional Svcs	3,096.25
07/18/24	10063	Leadership Council San Mateo	CORPS Tuition 24-25	6050 Education & Travel Reimb	2,800.00
07/18/24	10064	Matthew Clark	06/20/24 GCSD	6040 Directors' Compensation	190.00
07/18/24	10065	PG&E (Office #4277-7)	Office Inv dtd 06/24/24	6170 Utilities	58.30
07/18/24	10066	PG&E (Pump Station #5681-6)	Pump Stn Inv dtd 06/14/24	6170 Utilities	555.73
07/18/24	10067	Pacifica Community TV	06/20/24 GCSD	6180 Video Taping	400.00
07/18/24	10068	Peninsula Municipal Engineering Inc.	Inv dtd 07/04/24	5130 Parks & Rec Professional Svcs	3,990.00
07/18/24	10069	Rodolfo Romero	July Cleaning	6130 Office Maintenance & Repairs	220.00
07/18/24	10070	SDRMA	SDRMA Medical Benefit Premiums - August 2024	6062 Medical	4,991.78
07/18/24	10071	San Mateo County Harbor District	Office Lease-Aug 2024	6120 Office Lease	5,050.00
07/18/24	10072	San Mateo Daily Journal	SMD ads, 07/04/24	6160 Publications & Notices	1,008.00
07/18/24	10073	Sewer Authority Mid-Coastside	Jul 2024 Collections	5010 SAM - General	161,758.05
07/18/24	10074	Streamline	Streamline Flex 07/01/24-08/01/24	6190 Computers	350.00
07/18/24	10075	US Bank Equipment Finance	Jul 2024 Svcs	6020 Copier lease	1,252.28
07/18/24	10076	US Postal Service	PO Box Service Fee - 12 Months	6140 Office Supplies	256.00
07/18/24	10077	V.W. Housen & Associates	2024 SSMP Annual Report	1415-3 SSMP Costs	1,160.00
07/18/24	10078	Wittwer & Parkin	Jun 2024 Svcs	6090 Legal Services	3,276.00
TOTAL \$					220,818.98



Financial Statements

Granada Community Services District
May 2024

PRELIMINARY DRAFT

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PRELIMINARY DRAFT

Financial Statements

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

ASSETS	May 2024
Cash & Equivalents	
Petty Cash	\$ 192
Tri Counties Bank - Gen Op	432,120
Tri Counties Bank - Deposit	17,344
LAIF	247
CalTrust Liquidity Fund #0010	4,307,154
Undeposited Funds	13,221
Total Cash & Equivalents	4,770,279
Accounts Receivable	
Accounts Receivable from Customers	1,469
Other Current Assets	
Interest Receivable	7,750
Prepaid Expenses	10,077
Excess ERAF Receivable	238,642
Total Other Current Assets	256,470
Total Current Assets	5,028,217
Fixed Assets	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,145,678)
Total Fixed Assets	7,592,408
Investments or Other Non-Current Assets	
Investment in SAM	5,036,039
ERAF 5% Retention Receivable	26,516
Total Investments or Other Non-Current Assets	5,062,555
Total Non-Current Assets	12,654,962
Total Assets	17,683,180
Deferred Outflows of Resources	132,898

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

LIABILITIES	May 2024
Accounts Payable	
Accounts Payable	52,819
Other Current Liabilities	
Accrued Vacation	3,516
Deposits Payable	23,055
Due to AD	10,222
Payroll Liabilities	4,456
Recology-Delinquent Garbage Payable	39,735
Total Other Current Liabilities	80,984
Total Current Liabilities	133,803
Other Non-Current Liabilities	
Net Pension Liability	185,455
Total Other Non-Current Liabilities	185,455
Total Non-Current Liabilities	185,455
Total Liabilities	319,258
Deferred Inflows of Resources	16,758
Net Position	
Net Investment in Capital Assets	7,592,408
Net Position - Unrestricted	9,887,654
Total Net Position	\$ 17,480,062

Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Eleven Months Ended May 31, 2024

Revenue	Jul - May 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
Operating Revenue				
Park Tax Allocation	\$ 868,164	\$ 843,333	\$ 24,830	\$ 920,000
Sewer Service Charges-SMC	2,394,818	2,236,667	158,151	2,440,000
Sewer Service Charges-Pro-rated	10,321	-	10,321	-
AD OH Reimbursement	36,000	33,000	3,000	36,000
Recology Franchise Fee	37,981	41,250	(3,269)	45,000
Total Operating Revenue	3,347,284	3,154,250	193,034	3,441,000
Non Operating Revenue				
Interest on Reserves	134,001	101,750	32,251	111,000
Net Incr.(Decr.) FV of Invstmnts	52,916	-	52,916	-
Connection Fees	25,850	34,833	(8,983)	38,000
SAM Refund from Prior Yr	-	917	(917)	1,000
ERAF Refund	530,316	366,667	163,650	400,000
Misc Income	3,311	5,500	(2,189)	6,000
Lease Revenue	55,000	55,000	-	60,000
Total Non Operating Revenue	801,395	564,667	236,729	616,000
Total Revenue	4,148,679	3,718,917	429,763	4,057,000
Expenses				
Operations				
SAM - General	1,030,331	979,591	50,740	1,068,645
SAM - Pass Through Costs	18,866	-	18,866	-
SAM - Collections	200,347	199,161	1,185	217,267
Depreciation Expense	273,728	-	273,728	-
Lateral Repairs	489	22,000	(21,511)	24,000
CCTV	-	13,750	(13,750)	15,000
Pet Waste Station	286	-	286	-
RCD - Parks	-	9,167	(9,167)	10,000
Half Moon Bay Reimb - Parks	-	28,417	(28,417)	31,000
Parks & Rec Professional Svcs	262,267	137,500	124,767	150,000
Total Operations	1,786,313	1,389,586	396,727	1,515,912
Administration				
Auditing	16,200	21,083	(4,883)	23,000
Copier lease	3,287	4,583	(1,296)	5,000
Directors' Compensation	7,910	9,167	(1,257)	10,000
Education & Travel Reimb	2,366	1,833	533	2,000
Employee Compensation	356,924	320,833	36,091	350,000
Engineering Services	57,183	27,500	29,683	30,000
Insurance	59,396	47,667	11,729	52,000
Legal Services	58,415	68,750	(10,335)	75,000
Memberships	7,980	9,075	(1,095)	9,900
Office Lease	53,300	58,667	(5,367)	64,000

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Granada Community Services District
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)
For the Eleven Months Ended May 31, 2024
(Continued)

Administration (Continued)	Jul - May 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
Office Maintenance & Repairs	2,077	7,792	(5,715)	8,500
Other Property Maint.	3,155	-	3,155	-
Office Supplies	7,058	-	7,058	-
Professional Services	127,698	131,083	(3,386)	143,000
Publications & Notices	4,476	9,167	(4,691)	10,000
Utilities	13,207	14,667	(1,460)	16,000
Video Taping	4,400	4,583	(183)	5,000
Computers	7,574	7,333	241	8,000
Miscellaneous	7,239	8,250	(1,011)	9,000
Bank Service Charges	335	-	335	-
Park Related Misc Expenses	15,790	9,167	6,623	10,000
Total Administration	815,969	761,200	54,769	830,400
Capital Projects				
Medio Creek Xing/Mirada Sewer	1,310	-	1,310	-
6-yr CIP Phase 2	3,562	59,583	(56,022)	65,000
Mainline System Repairs	-	9,167	(9,167)	10,000
SAM - Infrastructure	470,483	611,188	(140,705)	666,750
Total Capital Projects	475,355	679,938	(204,582)	741,750
Total Expenses	3,077,638	2,830,723	246,914	3,088,062
Change in Net Position	1,071,042	888,193	182,848	968,938
Beginning Net Position	16,409,020	16,409,020		16,409,020
Ending Net Position	\$ 17,480,062	\$ 17,297,213		\$ 17,377,958

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: June 21, 2024 to June 30, 2024 (Fiscal Year-End)
 July 1, 2024 to July 12, 2024
 To: Board of Directors
 From: Hope Atmore, Assistant General Manager
 Date: July 18, 2024

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

Date	Requestor	Documents Requested	Response
06/30/24	J. Grant	GCSO Mailing lists used for community surveys/newsletters from 2010 to 2024	In progress

APPLICATIONS RECEIVED

There were seventeen (17) applications received in 23/24 FY.

Date	Class	Owner/Agent	APN	Address	Sq. Ft.	Zone
07/06/23	1A	Lopez	047-191-440	112 Columbus St, EG	6,500	R1/S17
08/01/23	CL3	Solloway	047-288-030	123 Columbus St, EG	N/A	R1/S17
09/07/23	ADU	Pond	047-163-330	730 El Granada Blvd, EG	4,916	R1/S17
09/22/23	Relief	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
02/22/24	1A	Jensen	047-056-020	107 San Carlos Ave, EG	5,000	R1/S17
03/05/24	ADU	Siekierski	048-116-170	290 Alameda Ave, HMB	5,000	R1/S94
03/11/24	ADU	Leeds	047-275-480	110 Columbus St, EG	12,605	R1/S17
03/18/24	ADU	Rzepski	048-033-270	301 Alameda, Miramar	11,860	R1/S9
03/27/24	ADU	Galvan	047-287-250	448 Ave Cabrillo, EG	5,000	R1/S17
04/01/24	1B+ADU	Hekkert	047-206-260	513 Ave Alhambra, EG	5,165	R3/S3
04/04/24	1A	Taffera	047-105-100	814 Ave Balboa, EG	6,250	R1/S17
04/05/24	ADU	O'Driscoll	048-121-050/060/ 130/120/110	400 Washington Blvd, HMB	15,000	R-1
4/11/24	1A+ADU	McGregor	048-013-220	130 Coronado, Miramar	4,400	R1/S94
4/11/24	1A+ADU	McGregor	048-065-060	599 Alto Ave, Miramar	4,800	R1/S94
05/06/24	1A+ADU	Huard	048-013-920	121 Magellan Ave, Miramar	12,424	R1/S94
05/17/24	ADU	Skerry	047-181-650	114 Del Monte Road, EG	7,557	R1/S17
06/27/24	ADU	Dittmer	047-162-550	747 El Granada Blvd, EG	10,518	R1/S17

Shaded items were previously reported.

PERMITS ISSUED – The District issued ten (10) sewer permits in 23/24 FY:
 Five (5) Single-Family Dwellings, two (2) ADU's, one (1) Mixed Use, and two (2) Class 3.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3247	1A	07/26/23	Parnovskiy	047-221-060	417 Ave Del Oro, EG	5,000	R1/S17
3249	1A	08/03/23	Carey	048-013-790	167 Cortez Ave, Miramar	7,446	R1/S94
3250	CL3	08/22/23	Solloway	047-288-030	1230 Columbus St, EG	N/A	R1/S17
3251	1A	09/08/23	Lopez	047-191-440	1127 Columbus St, EG	6,500	R1/S17

3252	2A	09/18/23	Mayolegz LLC	047-031-440	169	Harvard Ave, Princeton	7,000	W/DR
3253	1A	09/18/23	Kybych	048-044-200	380	Medio Ave, Miramar	9,125	R1/S94
3254	CL3	10/26/23	Irfan & Moin	048-032-070	0	Cortez Ave, Miramar	4,400	S-94
3255	ADU	05/21/24	Skerry	047-181-650	114	Del Monte Rd, EG	7,557	R1/S17
3256	1A	05/30/24	Irfan & Moin	048-032-070	239	Cortez Ave, Miramar	4,400	S-94
3257	ADU	06/07/24	Rzepski	048-033-270	301	Alameda Ave, Miramar	1,148	R1/S9

Shaded items were previously reported.

There was one permit 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

SEWER HOOK-UPS - There were seven (7) hook-ups in 23/24 FY. No other hook-ups this period.

Date	Class	Permit #	Issued	Owner	APN	Address
08/10/23	1A	3245	03/28/23	Oulton	047-292-320	950 Malaga St, EG
08/16/23	1A	3231	07/11/22	Ralston	047-217-110	340 Ave Del Oro, EG
10/27/23	1A	3233	10/27/22	Agranov	048-054-220	345 Miramar Dr, Miramar
11/17/23	1A	3198	12/10/19	Seaman	047-243-060	448 Portola, El Granada
02/28/24	1A	3249	08/03/23	Carey	048-013-790	167 Cortez Ave, Miramar
04/04/24	2D	3239	11/04/22	Point Pillar	047-081-430	100 Capistrano, Princeton
05/01/23	1A	3236	09/19/22	515 Hermosa LLC	048-063-420	515 Hermosa, EG

Shaded items were previously reported.

SPECIAL NOTES:

