



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, November 21, 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: November 21, 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 from 128 Coronado St., El Granada, pursuant to Government Code Section 54953(b).

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

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

GENERAL PUBLIC PARTICIPATION

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

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

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ADJOURN REGULAR MEETING

At the conclusion of the October 17, 2024 Regular Meeting:
Last Ordinance adopted: No. 177
Last Resolution adopted: No. 2024-05

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



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Recology Waste Management Rate Increase
Date: November 21, 2024

Attached is the Recology Cost-Based Rate Adjustment Calculation provided by Glen Bongi, General Manager for Recology of the Coast, for the 2025 calendar year. Recology is requesting a 10.24% increase for GCSD customers receiving garbage, recycling, and green waste services from Recology. Much of this increase is due to higher than normal increases in capital costs as well as processing costs in municipal solid waste and organics. The Cost-based adjustments are calculated on the previous year's actual costs which are then escalated by CPI indexes, as pointed out in Glen's letter. As seen below, per the 2018 amendment to the original Recology franchise agreement, the yearly cost adjustments alternate between Index Based adjustments for two consecutive years, and a Cost Based adjustment for one year.

Rate Year Start Date	Method to Determine Rates for Each Rate Year	Application Submittal Date
January 1, 2018	Index-Based	September 1, 2017
January 1, 2019	Cost-Based	September 1, 2018
January 1, 2020	Index-Based	September 1, 2019
January 1, 2021	Index-Based	September 1, 2020
January 1, 2022	Cost-Based	September 1, 2021
*January 1, 2023	Index-Based	September 1, 2022
*January 1, 2024	Index-Based	September 1, 2023
*January 1, 2025	Cost-Based	September 1, 2024
*January 1, 2026	Index-Based	September 1, 2025
*January 1, 2027	Index-Based	September 1, 2026



September 3, 2024

Chuck Duffy
General Manager
Granada Community Services District
504 Avenue Alhambra
El Granada, CA 94018

Re: 2025 Cost Based Rate Application

Dear Mr. Duffy :

As outlined in Article 6 and Exhibit E of the franchise agreement, we have completed the annual rate application. The overall rate increase effective January 1, 2025 has been calculated at 10.24%. Enclosed is an MS Excel file with the following information for your consideration:

Tab#1 – RY25 Compensation - This is the summary schedule showing the actual costs from the prior rate year being escalated by the change in the various CPI indexes and changes to the tonnage collected. The overall rate increase of 10.24% is being driven by higher than normal increases in capital costs and increased MSW & organics processing costs.

Tab#2 – Allocation to City – This tab shows the full company costs being allocated between the three jurisdictions. The relevant portions of your jurisdiction’s data is located in columns AK-AP.

Tab#3 – PnL – This tab is a download of the full company P&L with the labor costs by line of business.

Tab#4 – RY25 Indices – This tab shows the individual indexes and the year-over-year percentages applied in the first tab. The following indexes values were calculated;

1. CPI-W came in at 2.97%
2. CPI-U came in at 2.97%
3. FUEL came in at -10.37%
4. Motor Vehicle Maint & Repair came in at 9.49%
5. CBA wages came in at 4.41%, Health Insurance is 1.87% & Pension is 3.76%

Tab#5 – BLS Info – This tab contains the raw data downloaded from the U.S. Bureau of Labor Statistics.

Tab#6-California No 2 Diesel – This tab shows the data for fuel downloaded from the U.S. Energy Information Administration.

Tab#7-RY25 Revenue Projections – This tab shows the company revenue trend for the 12-months ended 7/31/24. The jurisdictional breakdown is at the bottom of the tab. We have also added the Jan 1 price increase to Aug-Dec actuals.

Tab#8-Disposal – This tab shows the historical Disposal tonnages collected from 5/1/23 through 4/30/24 and the projected 2025 Disposal rate. Please note that the new contract includes an additional \$3.00/ton in 2025 & 2026.

Tab#9-Recycle – This tab shows the historical Recyclables tonnages collected from 5/1/23 through 4/30/24 and the projected 2025 processing rate.

Tab#10-Organics – This tab shows the historical Organic tonnages collected from 5/1/23 thru 4/30/24 and the projected 2025 processing rate.

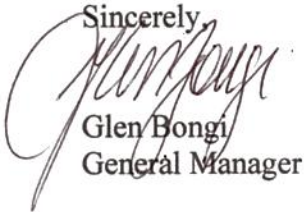
Tab#11-Lease Allocation – This is a summary of the FY25 annual lease expense allocation by line of business and jurisdiction.

Tab#12-Leases – This tab shows the detailed lease costs by individual asset plus projection of purchases through the end of FY24 and budget for FY25.

Tab#13-Non-Disposal – This tab shows the non-route disposal volumes that are reclassified to the truck shop or sub-contract.

Please review with your team and let us know if you have any questions or need additional information.

Sincerely,



Glen Bong
General Manager

Granada Community Services District
Actual Results from Fiscal Year Completed September 30, 2023
Calculated Rate Year 2025

	Allocated Costs	Deduct Non-Allowable Costs	Adjusted Costs	Increase %	Increase 1	Increase %	Costs Escalated By Index	Adjustments	Recology Rate Year 2025 Costs
CBA Labor Costs									
Salaries and Wages	658,131		658,131	4.41%	687,154	4.41%	717,458		717,458
Pension Expense	75,195		75,195	3.76%	78,022	3.76%	80,956		80,956
Health Insurance	211,237		211,237	1.87%	215,188	1.87%	219,212		219,212
RSP	-		-	0.00%	-	0.00%	-		-
Subtotal - CBA Labor Costs	944,563		944,563		980,364		1,017,625		1,017,625
Non CBA Labor Costs									
Salaries and Wages	113,573		113,573	2.97%	116,946	2.97%	120,419		120,419
Pension Expense	4,492		4,492	2.97%	4,626	2.97%	4,763		4,763
Health Insurance	22,036		22,036	2.97%	22,690	2.97%	23,364		23,364
Subtotal - Non CBA Labor Costs	140,101		140,101		144,262		148,546		148,546
Workers Compensation									
CBA labor	63,015		63,015	2.97%	64,886	2.97%	66,813		66,813
Non-CBA labor	2,430		2,430	2.97%	2,502	2.97%	2,577		2,577
Subtotal - Workers Compensation	65,445		65,445		67,389		69,390		69,390
Payroll Taxes									
CBA labor	49,484		49,484	----	51,666	----	53,944		53,944
Non-CBA labor	10,268		10,268	----	10,573	----	10,887		10,887
Subtotal - Payroll Taxes	59,752		59,752		62,239		64,832		64,832
Vehicle-Related Costs									
Tires & Tubes	15,921		15,921	9.49%	17,432	9.49%	19,087		19,087
Parts	51,507		51,507	9.49%	56,395	9.49%	61,747		61,747
Supplies	17,785		17,785	9.49%	19,473	9.49%	21,321		21,321
Taxes & Licenses	15,305		15,305	9.49%	16,757	9.49%	18,348		18,348
Fines & Penalties	-		-	9.49%	-	9.49%	-		-
Other	28,655		28,655	9.49%	31,374	9.49%	34,352		34,352
Subtotal - Vehicle Related Costs	129,173		129,173		141,432		154,854		154,854
Fuel Costs	142,729		142,729	-10.37%	127,928	-10.37%	114,662		114,662
Organics Processing									
Transfer Costs	-		-				9,506	\$9.13	9,506
Transport Costs	-		-				36,202	\$34.77	36,202
Processing	-		-				55,152	\$52.97	55,152
Subtotal - Organics Processing	-		-		-		100,860		100,860
Lease Costs									
I/C Equipment Lease	106,945		106,945	0.00%	160,619	0.00%	160,619		160,619
I/C Property Lease	20,253		20,253	0.00%	20,253	0.00%	20,253		20,253
Subtotal - Lease Costs	127,198		127,198		180,872		180,872		180,872
Other Costs									
I/C Insurance	15,551		15,551	2.97%	16,013	2.97%	16,489		16,489
Insurance Dept Fee	28,581		28,581	2.97%	29,430	2.97%	30,304		30,304
O/S Equipment Rent	2,108		2,108	2.97%	2,171	2.97%	2,236		2,236
O/S Facility Rent - 1046 Palmetto Recycle Yard	55,500		55,500	2.97%	57,149	2.97%	58,846		58,846
Building and Facility	4,712		4,712	2.97%	4,852	2.97%	4,997		4,997
Utilities	1,622		1,622	2.97%	1,671	2.97%	1,720		1,720
Travel & Meals	996		996	2.97%	1,026	2.97%	1,056		1,056
Telephone	4,063		4,063	2.97%	4,183	2.97%	4,307		4,307
Advertising	609		609	2.97%	627	2.97%	645		645
Promo & Special Events	-		-	2.97%	-	2.97%	-		-
Donations	3,894	(3,894)	-	2.97%	-	2.97%	-		-
Dues & Subscriptions	72		72	2.97%	74	2.97%	76		76
Uniforms	3,924		3,924	2.97%	4,040	2.97%	4,160		4,160
Employee Recognition	-		-	2.97%	-	2.97%	-		-
Employee Training & Development	316		316	2.97%	326	2.97%	336		336
Billing Service	5,754		5,754	2.97%	5,925	2.97%	6,101		6,101
Office expenses	2,570		2,570	2.97%	2,647	2.97%	2,725		2,725
Postage	2,188		2,188	2.97%	2,253	2.97%	2,320		2,320
Initial Bid/Award Fee	-		-		-		-		-
Taxes - Secured Proptry	2,129		2,129	2.97%	2,193	2.97%	2,258		2,258

Granada Community Services District
Actual Results from Fiscal Year Completed September 30, 2023
Calculated Rate Year 2025

	Allocated Costs	Deduct Non-Allowable Costs	Adjusted Costs	Increase %	Increase 1	Increase %	Costs Escalated By Index	Adjustments	Recology Rate Year 2025 Costs
Taxes - Unsecured Property	1,824		1,824	2.97%	1,878	2.97%	1,934		1,934
Annual Clean-ups	-		-	2.97%	-	2.97%	-		-
Subcontractors/Professional Services	17,008		17,008	2.97%	17,513	2.97%	18,033		18,033
Settlement Fees	-		-	2.97%	-	2.97%	-		-
Safety Meetings	-		-	2.97%	-	2.97%	-		-
Medical expenses	709		709	2.97%	730	2.97%	752		752
Bad Debt	5,535		5,535	2.97%	5,699	2.97%	5,868		5,868
Bank Service Charges	9,540		9,540	2.97%	9,823	2.97%	10,115		10,115
Community Outreach	1,580		1,580	2.97%	1,627	2.97%	1,676		1,676
Regional Accounting Fees*	12,803		12,803	2.97%	13,184	2.97%	13,575		13,575
Regional Management Fees*	14,824		14,824	2.97%	15,265	2.97%	15,718		15,718
Corporate accounting*	10,784		10,784	2.97%	11,104	2.97%	11,434		11,434
IT fee*	37,053	2,245	39,297	2.97%	40,465	2.97%	41,666		41,666
Environmental compliance*	2,180		2,180	2.97%	2,245	2.97%	2,311		2,311
Human resources fee*	9,606		9,606	2.97%	9,892	2.97%	10,185		10,185
Corporate management*	9,831		9,831	2.97%	10,123	2.97%	10,424		10,424
Public relations*	7,880		7,880	2.97%	8,114	2.97%	8,355		8,355
Sunday Service									-
Additional Route for Organics									-
Subtotal - Other Costs	275,748		274,099		282,240		290,623	-	290,623
Total Annual Cost of Operations	1,884,709		1,883,060		1,986,725		2,142,263	-	2,142,263
Profit (% Operating Ratio; i.e. 90%):	209,412		209,229		220,747		238,029	-	238,029
Pass-Through City Fees									
Franchise Fees							51,756		52,180
							-		-
							-		-
Subtotal - City Fees							51,756	-	52,180
Other Pass-throughs									
Consulting Fees	-		-						
Other Pass-throughs - Recyclable Material Processing									
Transfer Costs	-		-	2.97%	-		-		-
Transport Costs	-		-	2.97%	-		-		-
Recyclables Processing Cost	-		-	2.97%	-		20,799	20,799	41,598
Subtotal - Recyclable Material Processing	-		-		-		20,799	20,799	41,598
Other Pass-throughs - Disposal									
Ox Mountain MSW Disposal	-		-		-		\$ 70.65	\$70.65	134,945
Ox Mountain C&D/Dir	-		-		-		\$ 33.32	\$33.32	-
Subtotal - Disposal	-		-		-		134,945	-	134,945
Total Costs	2,094,121		2,092,289		2,207,472		2,587,792	20,799	2,609,015
	1,757,511								
	0								
							Total Billings 12 months ending 07/31/2024		\$ 2,366,641
							Revenue Surplus/(Shortfall)		(242,374.23)
							RY 2022 Rate Adjustment Factor		10.24%

RY25
Fees Tons
\$ 9.13 -
\$ 34.77 -
\$ 18.30 1,136.55

RY25
Fees
\$9.13
\$34.77
\$18.30



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, Hope Atmore, and Nora Mayen
Subject: Resolution of Appreciation for Director Matthew Clark
Date: November 21, 2024

Director Matthew Clark has served the Granada Sanitary District and Granada Community Services District for the past 21 years with focus, thoughtful deliberation, dedication, and humor. During his time as a public servant, Matthew championed the transition from sanitary district to community services district, helped ensure the installation of wet weather sewer storage capacity to protect the Coastside environment, and has helped maintain responsible fiscal management for both GCSD and the Sewer Authority Mid-Coastside. Matthew has been a devoted, informed, and engaged member of the GCSD Board and though he will be missed, we wish him the best in his next chapter. We recommend your board approve the attached Resolution of Appreciation.



GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION 2024 - 06

A RESOLUTION EXPRESSING GRATITUDE AND APPRECIATION TO MATTHEW CLARK FOR HIS DEDICATION AND YEARS OF SERVICE TO THE GRANADA COMMUNITY SERVICES DISTRICT

WHEREAS, Matthew Clark moved to El Granada in 1972 and has been a longtime resident for 52 years; and

WHEREAS, Matthew served on the Board of Directors for the Granada Community Services District from 2003 to 2024, and was selected as its Board President seven times during his tenure; and

WHEREAS, Matthew also served as the District's alternate representative on the Sewer Authority Mid-Coastside board from 2005 to 2020, and as the District's representative from 2020 to 2024; and

WHEREAS, Matthew originally ran for election to the District board to support the reorganization of the then Granada Sanitary District into a Community Services District to gain parks & recreation powers, and worked ten years with community members, board members, and staff to gain the approvals necessary to make the parks & recreation authority a reality; and

WHEREAS, in 2013, after the San Mateo County LAFCO approved the application and ballot measure language to convert the Granada Sanitary District into the Granada Community Services District to fund and manage parks & recreation services, Matthew, along with many other volunteers, worked tirelessly for Measure G to succeed, knocking on doors to advocate for the conversion to the Granada CSD, an effort that was successfully approved by the voters of El Granada in 2014; and

WHEREAS, as a board member of GCSD, Matthew attended more than 30 public outreach events and meetings to involve the community in the design of the proposed park; and

WHEREAS, Matthew supported acquiring the parcels on the Burnham Strip for installation of needed wet weather sewer storage so the Sewer Authority Mid-Coastside sewer system could continue to function adequately and prevent sewer spills and protect the environment on the Coastside; and

WHEREAS, Matthew was instrumental in helping approve fiscally responsible financial policies and budgets for both the sewer and parks & recreation functions of the District as well as SAM, and encouraged robust community outreach and involvement; and

WHEREAS, Matthew donated the original 1908 "Granada a Synonym for Paradise" sales poster now hanging in the GCSD Office; and

WHEREAS, Matthew Clark has been a pillar of the El Granada community through his volunteerism, service, and love of the El Granada community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Granada Community Services District does hereby recognize Matthew Clark for his dedication and service to GCSD and the entire Coastside community, and does hereby express its sincere gratitude and appreciation of his efforts in that regard, and wishes him all the best in the future;

The above and foregoing Resolution was adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on November 21st, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Nancy Marsh, Board President



Certificate of Appreciation

Presented to

Matthew Clark

In recognition of dedicated public service as a member of the

GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

from

December 2003 to November 2024

Dated November 21, 2024

Nancy Marsh, Board President

District Seal



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation Activities
Date: November 21, 2024

Ongoing/upcoming activities:

- Bookmobile visits continue on the 2nd and 4th Mondays of each month from 2:00-3:30PM
- Drawing Class Level II – rescheduled to start Tuesdays, January 7 through February 4 (5 classes)
- Community Event – Harbor District Boat Lighting, December 14
- Dates are set for 2025 Recycling Days – 1/18, 4/19, 7/19, 10/11 – paper shredding added to the April Date

Proposed activities:

- SMCL activities
 - Storytime
 - Gem/Craft time
- A Productive Stroll on the Strip – A Discussion of Native vs Invasive Species, Snail Collection Contest, and Pest Removal (tentative – 12/8, 10AM-Noon).

November 14, 2024

Memorandum

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

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 is providing accurate flow readings.

We confirmed during a September site visit that the wet well does not have sufficient ventilation to meet the meter's Class 1, Division 2 rating. According to the National Fire Protection Association (NFPA) Code, the wet well is classified as a more restrictive Class 1, Division 1 hazardous area. It appears that to meet the NFPA Code, the meter will either have to be relocated from the wet well to a non-hazardous location, such as in a separate meter vault, shown on the drawing GCSD previously sent to the Harbor District, or the wet well will need to be provided with sufficient ventilation to meet the NFPA Code's requirements for the meter's Class 1, Division 2 rating.

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

The three shortlisted progressive Design Build Teams were interviewed by SAM on October 29th. SAM invited representatives of member agencies to attend the interviews. GCSD representatives at the interviews were Hope Atmore and Xiangquan Li from KJ. Following the interviews, SAM was planning to contact references and obtain some additional information on the PDB Teams. SAM staff will then select the top rated PDB Team and make its recommendation for approval at an upcoming SAM Board meeting. Construction is expected to be completed in the summer of 2026.

Memorandum

Granada Community Services District
November 14, 2024

SAM's Draft 5 Year CIP

SAM's draft 5 Year Capital Improvements Plan was on the agenda for discussion and approval at the October 28th SAM Board meeting. The draft plan included projected capital expenditures over the next 5 fiscal years of \$18.7 million versus a target of \$13.5 million. The increase was primarily due to the estimated cost of replacing SAM's Montara force main.

Naples Beach, Phase 2 Easement

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



AGENDA MEMORANDUM

To: Board of Directors
From: Chuck Duffy, General Manager
Subject: Report on SAM 5 Year Capital Improvement Program (CIP)
Date: November 21, 2024

This item has been placed on the agenda at the request of our two SAM representatives, as we discussed briefly at our September GCSO meeting. The attached SAM 5 year CIP was prepared by SAM staff and presented to the SAM board at their October 28th meeting, and is attached here for your board's information.

The projects in the 5 Year CIP are divided into 3 priority categories based on their importance, criticality, and timing, as below:

- Category 1 – Regulatory and Safety (first priority with available funding)
- Category 2 – Replacement and Rehabilitation (essential but deferred pending funding)
- Category 3 – Sustainability/Energy/Optimization (desirable but deferred until more funding becomes available)

The only Priority 1 project is to replace the SAM IPS Montara Force Main section, which is budgeted for the next 3 years and is required by the 2019 ERF Consent Decree. All other projects are Priority 2 and 3. To help in your board's review, I have also attached two additional detailed project-by-project tables that I put together. The first table is the same as that presented to the SAM board at their October 28 meeting, with per project detail added by me. The second table has my suggested revisions to the SAM CIP, as follows: 1) move a few of the Priority 2 and 3 projects (meters and generators) out a year or two; and 2) push the proposed Princeton Pump Station force main replacement project off the 5 Year CIP, and instead conduct a condition assessment in 2030-31. The force main condition assessment report done by SRT for SAM in June 2020 (conclusions attached) states that the pipe is in good shape and should last at least another 30 years, and the report recommends another condition assessment of the pipe be completed in 10 years. SAM could also move the condition assessment earlier.

The effect of moving these lower priority projects out one or two years allows for a smoothing out of capital expenditures and subsequently sewer service charge rates for the member agencies. The agencies informally agreed to a ceiling of \$2.5 million per year in capital costs a few years ago to allow for this smoothing. Obviously if projects are a high priority or emergency, that level can be exceeded (like with the SAM Montara FM IPS project), but the limit serves as a good planning goal.

I emphasize that the above suggestions are just that, suggestions to be discussed with SAM and the other members agencies. The priority of any SAM projects or plans is the responsibility of SAM staff and board. The plan as presented to the SAM board by their staff is not binding on any member agencies, and funding and approval of any SAM projects are part of the yearly SAM budget process and the JPA agreement.

Pertinent portion of Conclusions and Recommendations pages from the June 2020 SRT Princeton Force Main Condition Assessment Report:

Sewer Authority Mid-Coastside
Princeton Force Main Condition Assessment Report
June 2020



3. Conclusions

. . . The pipeline condition was also assessed by the DIPRA representative who noted that the condition of the Princeton Force Main (PFM) was “in fairly good shape overall”.

The results of the condition assessment indicate that the PFM is in overall good condition, presents no immediate or near-term failure threat, and has significant remaining service life. Below is a summary of the observations:

- The pressure rating of the force main far exceeds its normal working pressure
- No hydraulic abnormalities were observed in the model simulation
- There were no observed signs of an active force main leak
- No development or other utilities were found encroaching or jeopardizing the force main
- No faults or geologic hazards pose an immediate threat to the force main
- Soil and groundwater surrounding the force main were not found aggressively corrosive
- Metal loss was moderate, consistent with the pipeline age, and presented no risk of failure
- Some localized areas had higher wall loss ratios (41% and 49%). However, these are isolated cases that appear to be anomalies with respect to the other data. However, to be cautious, it is recommended that these areas be checked/monitored in the future.

Based on the observations and findings there is reason to believe the PFM will have at least another 30 years, and potentially 100 years of service life that is typical of ductile iron pipe.

4. Recommendations

SRT recommends monitoring the pipeline and conducting a similar assessment in 10 years to determine the rate of wall loss. It is recommended to maintain air release valves during normal operation and maintenance and replace them as necessary to ensure optimal system performance.

Table 2. SAM 5-Yr Capital Projects - As presented to SAM Board Oct 28
Estimated Cost (thousand dollars)

Cat.	Facility	Description	24/25	25/26	26/27	27/28	28/29	Total
2	Montara Pump Station	Standby generator replacement			811			811
2	Montara Pump Station	Flowmeter replacement			541			541
2	Portola Pump Station	Standby generator replacement				844		844
2	Portola Pump Station	Flowmeter replacement				562		562
2	Portola Pump Station	Wetwell concrete eval and rehab					328	328
1	IPS Force Main in Montara (ERF)	Replacement of force main et al	3,000	3,510	3,650			10,160
2	IPS Force Main in Princeton	Replacement of force main et al				2,050	1,710	3,760
3	WWTP	Grit blowers upgrade/replacement				260		260
3	WWTP	Study of sludge beneficial uses				100		100
3	WWTP	Study of biogas beneficial uses				100		100
2	WWTP	Belt filter press refurbishment					725	725
2	Outfall	Outfall inspection and repair					490	490
		Total Projects	3,000	3,510	5,002	3,916	3,253	18,681
		Agreed upon ceiling	2,500	2,600	2,704	2,812	2,925	13,541
		Yearly over/under ceiling	500	910	2,298	1,104	328	5,140

Notes:

1. Total costs include 4% yearly escalation for years after FY 24/25.
2. Force Main in Montara Rehab exceeds target CIP funding but required largely to meet a regulatory requirement.

Table 2. SAM 5-Yr Capital Projects - SUGGESTED

Estimated Cost (thousand dollars)

Suggestions:

1. Move the Princeton force main project to FY 2030-31 to conduct a condition assessment as recommended in the SRT report.
2. Move the generator projects out 1 year and the flow meter projects out 2 years.

Cat.	Facility	Description	24/25	25/26	26/27	27/28	28/29	Total
2	Montara Pump Station	Standby generator replacement				811		811
2 to 3	Montara Pump Station	Flowmeter replacement					541	541
2	Portola Pump Station	Standby generator replacement				844		844
2 to 3	Portola Pump Station	Flowmeter replacement					562	562
2	Portola Pump Station	Wetwell concrete eval and rehab					328	328
1	IPS Force Main in Montara (ERF)	Replacement of force main et al	3,000	3,510	3,650			10,160
2	IPS Force Main in Princeton	Replacement of force main et al						-
3	WWTP	Grit blowers upgrade/replacement				260		260
3	WWTP	Study of sludge beneficial uses				100		100
3	WWTP	Study of biogas beneficial uses				100		100
2	WWTP	Belt filter press refurbishment					725	725
2	Outfall	Outfall inspection and repair					490	490
		Total Projects	3,000	3,510	3,650	2,115	2,646	14,921
		Agreed upon ceiling	2,500	2,600	2,704	2,812	2,925	13,541
		Yearly over/under ceiling	500	910	946	697	279	1,380

Notes:

1. Total costs include 4% yearly escalation for years after FY 24/25.
2. Force Main in Montara Rehab exceeds target CIP funding but required largely to meet a regulatory requirement.



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Kishen Prathivadi, General Manager
SUBJECT: Discuss and Approve 5-Year Infrastructure Plan

Executive Summary

The purpose of this report is to discuss and approve the proposed 5-Year Infrastructure Plan

Fiscal Impact

The fiscal impact of the proposed Infrastructure plan is \$18.6 million spread over 5 years. Staff continue to investigate the possibility of any loans or grants for executing the mentioned projects in the Infrastructure Plan. Acceptance of this Plan does not include a financial commitment. Each year's Infrastructure Plan will be presented and discussed during that year's budget process.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan's Vision "Complete and fund an infrastructure master plan and make operational and maintenance changes to achieve zero sewer spills with the Coastside area it serves" and Goal 5: Infrastructure, Operations and Maintenance.

Background and Discussion/Report

Staff prepared a Proposed 5-Year Infrastructure Plan (Plan) for the period 2024-2029. This was presented to SAM Board on August 12, 2024. The Board directed staff to add more details on the projects and send it to member agencies for review and feedback and then bring it back to the Board for further discussion.

The Plan was prepared by Staff primarily to meet the following goals:

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

- Respond to regulatory and safety concerns
- Maintain and replace existing aging assets
- Protect public health and environment
- Embrace a policy of sustainability for the responsible use of existing resources

Staff categorized the projects into three priority levels listed from most to least critical for implementation. This is a Rolling Plan and can be updated each year as it progresses. The proposed Plan has been attached for discussion.

Staff discussed with Member Agency Managers and Engineers on July 19, 2024, and there were minor comments. These were incorporated in the Proposed Infrastructure Plan and presented to SAM Board on August 12, 2024. The Board directed staff to add more details on the projects and send it to member agencies for review and feedback and then bring it back to the Board for further discussion.

As per the Board’s direction, SAM sent out the revised Infrastructure Plan to Member agencies on September 10, 2024.

Half Moon Bay Council adopted a resolution accepting the 5-Year Infrastructure Plan.

No comments have been received from MWSD or GCSD.

Staff Recommendation:

Staff recommends the Board approve the Infrastructure Plan as it is.

Supporting Documents

Attachment A: Proposed 5-Year Infrastructure Plan

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

William K. Faisst, Consulting Engineer Inc.

October 20, 2024

Technical Memorandum (Revised)

To: Kishen Prathivadi, P.E, PMP, General Manager
From: William K. Faisst, Ph.D., P.E., William K. Faisst Consulting Engineer, Inc.
Subject: Sewer Authority Mid-Coastside Five-Year Capital Improvement Program

Executive Summary

This Technical Memorandum (TM) presents the proposed five-year (5-yr) Capital Improvement Program (CIP) for Sewer Authority Mid-Coastside (SAM) for fiscal years (FY) 2024/2025 through FY 2028/2029. The CIP addresses SAM's near-term needs for capital work recognizing three priority categories; in addition, it identifies projects for which implementation may exceed currently targeted funding but are needed to meet regulatory requirements and one project for which SAM now seeks grant funding from Federal Emergency Management Agency (FEMA).

- Category 1 – Regulatory and Safety (first priority with available funding)
- Category 2 – Replacement and Rehabilitation (essential but deferred pending funding)
- Category 3 – Sustainability/Energy/Optimization (desirable but deferred until more funding becomes available)

To prepare this CIP, in accordance with its contract with SAM, William K. Faisst Consulting Engineer, Inc. (WKFCE) assembled information from past reports or draft reports to SAM, historical SAM CIPs and draft CIPs and input received from SAM staff and its consultants. With one exception, WKFCE prepared neither any new independent assessment of assets' condition nor independent cost estimates. The exception is potential work for submarine outfall inspection and maintenance for which WKFCE reviewed the most recent diver's inspection report and developed current cost for repairs with input from an experienced local diving contractor and the diffuser discharge check valve manufacturer. In general, this TM presents updated CIP project costs to Winter 2024 costs based on construction cost indices increase from the date of original estimate preparation. Several projects have costs adjusted from other SAM reports. The

estimates include market place adjustments from recent SAM bids and contractors and typical allowances for soft costs. Soft costs are those cost required for a project's planning, design, permitting, construction oversight, and administration.

As a target annual expenditure, SAM management directed WKFCCE to start with \$2.5 million for fiscal year 2024/2025 and use 4 percent annually for year-to-year inflation for the next four years. Hence, this TM presents Winter 2024 costs escalated forward to the expected implementation fiscal year. Table ES-1 presents the proposed resulting five-year SAM CIP, where about \$13.54 million was the total 5-year target expenditure. Attachment B presents more detailed information about proposed CIP projects.

To comply with regulatory requirements and prudent maintenance of existing assets, over the next five years SAM will spend most of its capital investment on replacing the SAM Sewer Force Main in Montara, a project developed to meet regulatory requirements. SAM classifies this work as a Category 1 project. Based on comprehensive evaluation carried out by SAM consultants, that pipeline has reached the end of its useful life. A new parallel pipeline, constructed of high-density polyethylene pipe (HDPE), will extend that asset's service life by at least 50 years. Sam already has constructed about 3,500 feet of this pipeline. SAM plans to expend other funds to continue upgrades to its pump stations for Category 2 projects and to the wastewater treatment plant with several Category 2 and Category 3 projects. SAM also will carry out repairs to its effluent outfall (a Category 2 project). The total required expenditure of \$18.68 million exceeds the target budget presented above but SAM management thinks that the condition of existing facilities warrants higher expenditures over the next 5 years, to continue to achieve regulatory compliance while protecting public and staff health and safety and SAM facilities integrity.

Table ES-1. Sewer Authority Mid-Coastside Five-Year Capital Improvement Program						
<u>System Component</u>	<u>Cost (thousand dollars)¹</u>					
	<u>24/25</u>	<u>25/26</u>	<u>26/27</u>	<u>27/28</u>	<u>28/29</u>	<u>Total</u>
Pump Stations			1,352	1,406	328	3,086
Pipelines ²	3,000	3,510	3,650	2,050	1,710	13,920
Wastewater Treatment Plant				460	725	1,185
Outfall					490	490
Total	3,000	3,510	5,002	3,916	3,253	18,681
Target Total	2,500	2,600	2,704	2,812	2,925	13,541

Notes:

¹ Total costs include 4% yearly escalation for years after FY 24/25.

² Force Main in Montara Rehab exceeds target CIP funding but required largely to meet a regulatory requirement.

Introduction

SAM collects, conveys, treats and disposes of raw sewage from Montara Water and Sanitary District (MWSD), Granada Community Services District (GCSD), and the City of Half Moon Bay (HMB). Figure 1 shows the general SAM service area. SAM endeavors to be a well-run utility which successfully delivers required services and meets regulatory requirements. Coincidentally SAM manages its assets to operate reliably, safely, efficiently, and cost-effectively. In September 2024, SAM engaged WKFCE to prepare this CIP, to document capital expenditures needed over the next five years, to support safe, reliable and efficient utility operations.

Existing Facilities and Recent Improvements

The SAM system include conveyance (collection, pumping, and transmission of raw sewage from member agency facilities), full secondary treatment at the SAM Wastewater Treatment Plant (WWTP) and effluent discharge through a submarine effluent outfall and diffuser.

Pump Stations

- Montara
- Princeton
- Portola
- Vallemar (operation only – owned by MWSD)

Pipelines

- Force Main in Granada
- Force Main in Montara
- Force Main in Princeton
- Interceptor in Granada
- Interceptor in Montara

Wastewater Treatment Plant

Preliminary Treatment, Influent Pumping, Primary Treatment, and Secondary Treatment with Effluent Disinfection and Pumping Grit and Solids Treatment (e.g., sludge anaerobic digestion) and Dewatering. The WWTF has a permitted dry weather capacity of 4 million gallons per day (mgd) and a wet weather capacity of 15 mgd.

Effluent Outfall

Includes onshore and offshore reinforced concrete pipeline terminating in a 238-ft long multiport diffuser

Over the past decade, SAM and its consultants have reviewed and assessed its facilities condition carefully and thoroughly, identifying multiple potential projects required to maintain safe operability. These projects address the general age of facilities (e.g., are they obsolete such as spare parts no longer available), wear and tear, and operational challenges and regulatory compliance. SAM has implemented or now is implementing projects to address its most pressing challenges including:

Pump Stations—Key recent PS projects include:

- Replacement of Princeton PS (under construction as of Spring 2024)

Pipelines—Key recent pipeline projects include:

- Replacement of SAM Sewer Force Main in Granada
- Replacement of about 3,600 linear feet of SAM Sewer Force Main in Montara (out of 16,750 total linear feet)

Wastewater Treatment Plant—Key recent or ongoing projects at the WWTP include:

- Enhanced flood protection
- New raw sewage screens
- Activated sludge aeration system rehabilitation
- Digester rehabilitation
- Primary clarifier rehabilitation
- Secondary clarifier rehabilitation
- Replacement standby generator (now in advanced planning/funding)

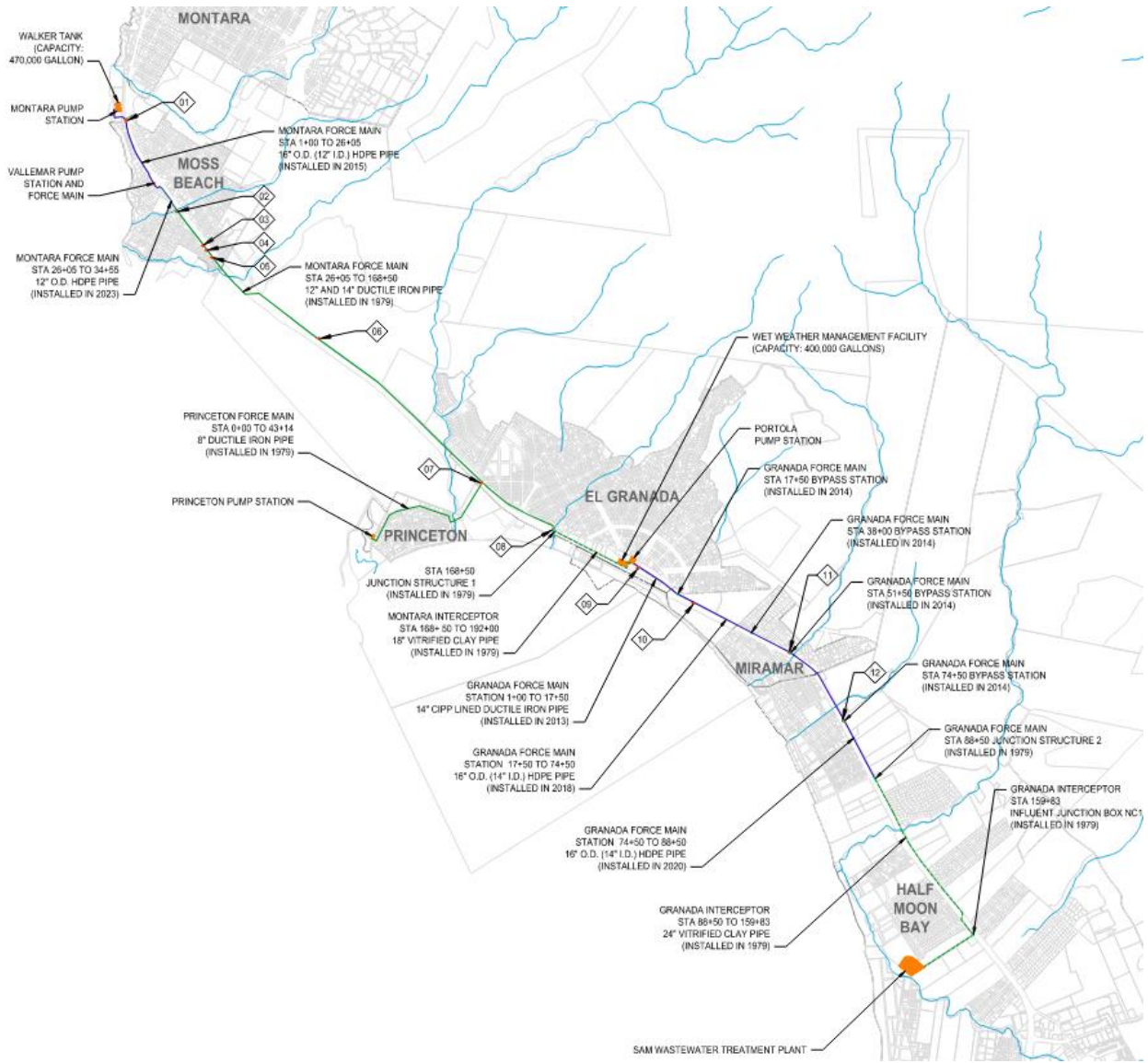


Figure 1. SAM Service Area

Five-Year Capital Improvement Plan

SAM has developed CIPs previously but the most recent CIPs have covered shorter planning horizons at its Board of Directors' (BOD) preference. This CIP covers the next five years as requested by SAM.

Methodology

For this CIP WKFCFCE worked with SAM staff, consultant representatives, consultant reports, and past CIPs (some of which SAM never adopted), to identify assets and estimate associated capital projects. As SAM has done historically, this CIP identified and classified projects in three categories, in order of priority for implementation. CIP budgeting does not include costs for routine maintenance.

Category 1 – Regulatory and Safety: This category focuses on projects that will help ensure that SAM remains in full regulatory compliance. These projects will improve operational safety, reduce air emissions and pollutant discharges to water of the United States, protect public safety, and prepare to meet future and likely more stringent regulations. Category 1 project have the highest priority. SAM has little or no control to defer.

Category 2 -- Replacement and Rehabilitation: This category focuses on renewal or replacement of SAM's aging infrastructure. Example projects replace equipment that has met or exceeded its useful life, has a previous failure history, or is obsolete as evidenced by spare parts unavailability or procurement difficulties. The goal is to provide for ongoing or future renovation activities. Typical Category 2 projects include:

- Mechanical equipment replacement, upgrade, or modernization
- Pipeline renewal/replacement
- Electrical equipment (e.g., switch gear and distribution) replacement
- Instrumentation/control equipment replacement, upgrade, or modernization

SAM has moderate level of control over implementation timing for Category 2 projects.

Category 3 – Sustainability/Energy/Optimization: This category focuses on projects that optimize existing operations and/or improve energy efficiency and sustainability. SAM has a goal of upgrading and improving its infrastructure over time, to prevent major failures while operating with reduced energy use and lower overall maintenance costs. SAM has significant level of control over implementation timing for Category 3 projects.

CIP Summary

Table 1 presents the proposed 5-yr CIP, using a combination of recommended Category 1, Category 2 and some Category 3 projects. Table 2 presents all identified projects. For each such project, we give a brief description, its past category rating, and an estimated cost in current (Winter 2024) dollars. Attachment A describes the accuracy for current estimated construction costs and soft cost (engineering, legal, and administration). The estimates presented herein are AACE International Class 5 estimates, also referred to as order-of-magnitude estimates, with an expected accuracy range of minus 50 percent to plus 100 percent or sometimes to tighter range of minus 30 percent to plus 50 percent. We have reduced the accuracy range slightly since site conditions and characteristics are well known. The construction cost estimates include a contingency allowance of about 35 percent. Attachment B presents more detailed information about proposed CIP projects.

Summary

This 5-yr CIP identifies sufficient Category 1, Category 2, and Category 3 projects to use all planned expenditures--\$12.5 million in winter 2024 dollars. Owing to the pressing need to rehabilitate the SAM sewer force main in Montara and also carry out other pressing projects, total proposed expenditures exceed the \$2.5 million per year (with inflation equal to \$13.541 million) by \$5,140 million. Table 2 lists all proposed projects. At the WWTP SAM has identified a need to install a new standby generator and new electrical equipment. Both installations will occur near the administration building at a location outside the area of the WWTP at risk for flooding. That Category 1 work has a high priority but currently no schedule because SAM has initiated actions to acquire grant funding for detailed design and construction.

Table 1. Sewer Authority Mid-Coastside Five-Year Capital Improvement Program						
<u>System Component</u>	<u>Estimated Cost (thousand dollars)¹</u>					
	<u>24/25</u>	<u>25/26</u>	<u>26/27</u>	<u>27/28</u>	<u>28/29</u>	<u>Total</u>
Pump Stations			1,352	1,406	328	3,086
Pipelines ²	3,000	3,510	3,650	2,050	1,710	13,920
Wastewater Treatment Plant				460	725	1,185
Outfall					490	490
Estimated Total	3,000	3,510	5,002	3,916	3,253	18,681
Target Total	2,500	2,600	2,704	2,812	2,925	13,541

Notes:

¹ Total costs include 4% yearly escalation for years after FY 24/25.

² Force Main in Montara Rehab exceeds target CIP funding but is required largely to meet a regulatory requirement.

Table 2. SAM 5-Yr Capital Projects

<u>Facility</u>	<u>Category</u>	<u>Description (implementation fiscal year)</u>	<u>Estimated Cost (thousand dollars)¹</u>
Montara Pump Station	2	Standby generator replacement (FY26/27)	811
	2	Flowmeter replacement (FY26/27)	541
Portola Pump Station	2	Standby generator replacement (FY26/27)	844
	2	Flow meter replacement (FY26/27)	562
	2	Wetwell concrete evaluation and rehabilitation (FY27/28)	328
Force Main in Montara ²	1	Replacement of force main, with necessary appurtenances (FY24/25 – FY26/27)	10,160
Force Main in Princeton	2	Replacement of force main, with necessary appurtenances (FY27/28 – FY28/29)	3,760
WWTP	3	Grit blowers upgrade/replacement (FY27/28)	260
	3	Study of sludge beneficial uses (FY27/28)	100
	3	Study of biogas beneficial uses (FY27/28)	100
	2	Belt filter press refurbishment (FY28/29)	725
Outfall	2	Outfall inspection and repair (FY28/29)	490
Total			18,681

Notes:

¹ Total costs include 4% yearly escalation for years after FY 24/25.

² Force Main in Montara Rehab exceeds target CIP funding but required largely to meet a regulatory requirement.

References

Global Diving & Salvage, Inc. Annual Outfall Inspection for Sewer Authority Mid-Coastside. August 17, 2022.

SRT Consultants. Draft Technical Memorandum, *Montara Force Main Rehabilitation Alternatives Analysis—Board Draft Review*. October 2023.

TJC and Associates. Technical Memorandum: Replacement and Relocation of Electrical Service Equipment. March 4, 2022.

ATTACHMENT A COST ESTIMATE ACCURACY

WKFCCE, with assistance from SAM, assembled cost estimates presented in the Capital Improvement Program (CIP) for general master planning/budgeting purposes. Final costs of a project will depend on several factors including the final project scope, costs for labor and materials, and market conditions during construction. For cost estimating purposes, engineers working on public utility projects typically reference guidance from AACE International (formerly the Association for the Advancement of Cost Engineering International). AACEI has defined three ranges for assessing project costs. Presented in order of increasing accuracy these classifications are: Order of Magnitude, Budget, and Definitive. Within these three broad classifications AACEI uses five classes for estimates based on the level of available information.

□ **Order of Magnitude Estimate.** This Class 5 estimate, also known as an “original estimate”, “study estimate”, or “preliminary estimate,” is generally intended for master plans and studies such as a capital improvements plan. Detailed engineering data about the specific project does not support this estimate; its accuracy is dependent on historical data and cost indexes. Order of magnitude costs have an accuracy within -50 percent to +100 percent. The estimator could reduce this range based on project specific knowledge, for example, to -30 percent to + 50 percent if facilities already exist on a site, i.e., site conditions are well known. Thus, the estimator already might have geotechnical knowledge so the proposed project would have very little or no geotechnical/bad foundation condition risks.

□ **Budget Estimate.** This classification is also known as an “official estimate” and generally intended for predesign studies. An engineer or estimator prepares this estimate using flow sheets and equipment layouts and details. The reader generally expects that this estimate would have accuracy within -15 percent to +30 percent.

□ **Definitive Estimate.** An estimator prepares this classification, also known as a “final estimate,” during the time of contract bidding. The data include complete plot plans and elevations, equipment data sheets, and complete specifications. Generally, this estimate has an accuracy within -10 percent to +15 percent while carrying a contingency allowance of 10 to 15 percent.

Figure A-1 shows a graphical representation for the AACEI estimate classes and their key characteristics. The reader should consider that costs developed in SAM’s CIP are “Order of Magnitude” and have an expected accuracy range of **-30 percent** and **+50 percent**. A reasonable contingency allowance is 40 percent given the unknowns.

For capital budgeting purposes, presented costs should include allowances for engineering, legal and administrative costs, sometimes referred to as “soft costs.” Cost presented for CIP projects include several allowances, totaling 25 percent of construction costs with contingencies. Table A-1 presents a soft costs breakdown by category. Note that these percentages are typical and will vary project to project. For example, a project with major California Coastal Zone or environmental issues might have higher permitting costs while a small project often has higher design costs relative to its construction costs.

Table A-1. Allowances for “Soft Costs”

Item	Allowance of estimated construction cost (percent)
Planning	2
Design	10
Engineering services during construction	2
Construction management and inspection	8
Legal, permitting and administrative support	3
Total	25

**Opinions of Probably Cost
Typical Contingencies and Ranges of Accuracy**

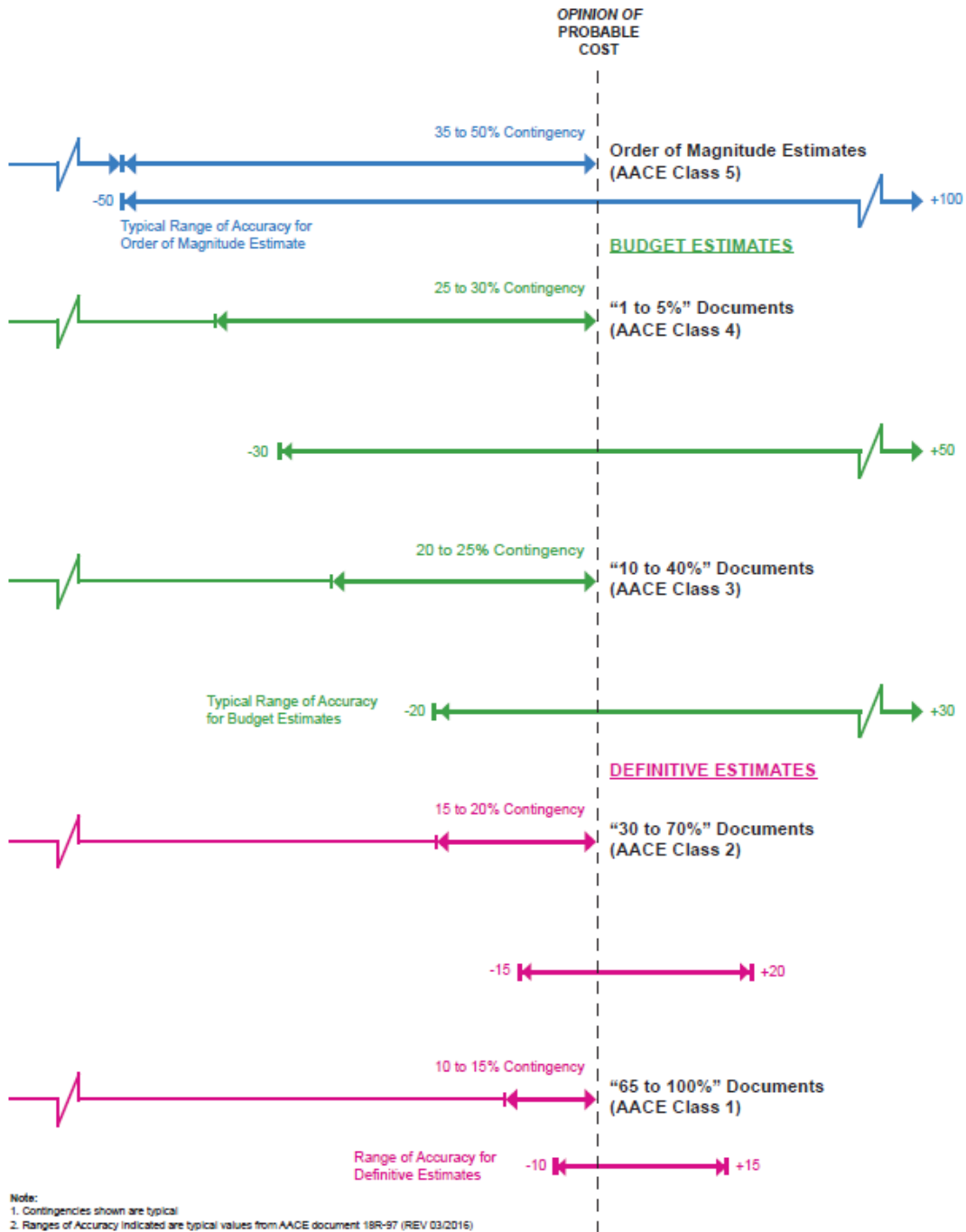


Figure A-1. Comparison of Different AACEI Cost Estimate Classes—Accuracy Range and Typical Contingency Allowance

ATTACHMENT B PROJECT SUMMARIES

Attachment B presents concise summaries for SAM's proposed 5-Year FY 2024/2025 through FY 2028/2029 Capital Improvement Plan (CIP) and for one project not yet schedule within the CIP. The summaries briefly describe proposed work, each project's justification, and its budget and schedule. Projects includes conveyance system (force mains and pump station), the wastewater treatment plant (WWTP), and the submarine effluent outfall. This CIP does not propose funding the replacement of WWTP Standby Generator, Automatic Transfer Switch, and Electrical Switchgear since SAM is pursuing FEMA funding for that project.

Table B-1. Summary of SAM's Proposed FY 24/25 through 28/29 Capital Projects			
Facility	Description	Category	Page
Montara Pump Station	Replacement of Standby Generator	2	B-2
Montara Pump Station	Replacement of Flow Meter	2	B-3
Portola Pump Station	Replacement of Standby Generator	2	B-4
Portola Pump Station	Replacement of Flow Meter	2	B-5
Portola Pump Station	Wetwell Evaluation and Rehabilitation	2	B-6
SAM's Force Main in Montara	Replacement Owing to Known Deterioration	1	B-7
Princeton Force Main	Potential Replacement for Possible Deterioration	2	B-9
WWTP	Upgrade/Replacement of Grit Blowers	3	B-11
WWTP	Study of Sludge Beneficial Uses	3	B-12
WWTP	Study of Biogas Beneficial Uses	3	B-13
WWTP	Belt Filter Press Refurbishment	2	B-15
Outfall	Submarine inspection and repair	2	B-17
WWTP	Replacement of Standby Generator, Automatic Transfer Switch, and Electrical Switchgear (not schedule pending potential FEMA funding)	1	B-19

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Replacement of Montara Pump Station Standby Generator
Priority: Replacement and Rehabilitation

At the Montara Pump Station (PS), this project will install a new diesel-fueled standby generator in place of the existing generator. The existing generator is old, installed in about 1979 and obsolete; it has reached the end of its useful life and hence, SAM plans to replace it.

Project: Montara Pump Station Replacement Standby Generator
CIP Total Cost: \$750,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program
Basis of Priority: This project ranks as Category 2 because the existing equipment is old and has reached the end of its useful life.

Annual Cost Distribution (Winter 2024 thousand \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
811	--	--	811	--	--



Figure B-1 Montara Pump Station Generator

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Replacement of Montara Pump Station Flow Meter
Priority: Replacement and Rehabilitation

At the Montara Pump Station (PS), this project will install a new magnetic flow meter. The existing flow meter is old, installed in 1984, and obsolete; it has reached the end of its useful life and hence, SAM plans to replace it. The current flow meter installation is not compatible with the best reading accuracy. This project will evaluate alternative flow meter configurations, including a new vault for a potential increase in accuracy.

Project: Montara Pump Station Flow Meter
CIP Total Cost: \$500,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program
Basis of Priority: This project ranks as Category 2 because the existing equipment is old, and has reached the end of its useful life. The current flow meter installation is less than ideal for best flow measurement accuracy.

Annual Cost Distribution (Winter 2024 thousand \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
541	--	--	541	--	--



Figure B-2 Montara Pump Station Flow Meter

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Replacement of Portola Pump Station Standby Generator
Priority: Replacement and Rehabilitation

At the Portola Pump Station ((PS), this project will install a new diesel-fueled standby generator in place of the existing generator. The existing generator is old, installed in 1978 and obsolete; it has reached the end of its useful life and hence, SAM plans to replace it.

Project: Portola Pump Station Replacement Standby Generator
CIP Total Cost: \$750,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program
Basis of Priority: This project ranks as Category 2 because the existing equipment is old and has reached the end of its useful life.

Annual Cost Distribution (Winter 2024 thousand \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
844	--	--	--	844	--



Figure B-3 Portola Pump Station-Generator

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Replacement of Portola Pump Station Flow Meter
Priority: Replacement and Rehabilitation

At the Portola Pump Station ((PS), this project will install a new magnetic flow meter. The existing flow meter is old, installed in 1984, and obsolete; it has reached the end of its useful life and hence, SAM plans to replace it. The current flow meter installation is not compatible with the best reading accuracy. This project will evaluate alternative flow meter configurations, including a new vault for a potential increase in accuracy.

Project: Portola Pump Station Flow Meter
CIP Total Cost: \$500,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program
Basis of Priority: This project ranks as Category 2 because the existing equipment is old and has reached the end of its useful life.

Annual Cost Distribution (Winter 2024 \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
584	--	--	--	584	--



Figure B-4 Portola Pump Station Flow Meter

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Portola Pump Station Wetwell Evaluation and Rehabilitation

Priority: Replacement and Rehabilitation

At the Portola Pump Station (PS), this project will evaluate the wetwell interior concrete and if required owing to deterioration, rehabilitate it. As has occurred at the Portola PS, operators often observe concrete deterioration in raw sewage wetwells owing to sulfuric acid formation from hydrogen sulfide released from biological activity in the sewage; the acid attacks on both the concrete and reinforcing steel. The existing concrete is old, installed in 1978; it very likely has reached the end of its useful life.

Project: Portola Pump Station Wetwell Evaluation and Rehabilitation

CIP Total Cost: \$280,000 (Winter 2024 Estimate)

Project Funding: SAM will fund this project from SAM's Infrastructure Program

Basis of Priority: This project ranks as Category 2 because the existing equipment is old and has reached the end of its useful life.

Annual Cost Distribution (Winter 2024 \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
328	--	--	--	--	328



Figure B-5 Portola Pump Station Wetwell

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 1 – REGULATORY AND SAFETY PROJECTS

Project: Replacement of SAM's Force Main in Montara (FMM)
Priority: Regulatory and Safety

This project, part of SAM's Intertie Pipeline System, is an essential pipeline that conveys wastewater collected in Montara, Moss Beach, Princeton-by-the-Sea, and El Granada to SAM's wastewater treatment plant (WWTP) located in Half Moon Bay. The conveyance system uses a combination of force mains and gravity interceptors. The existing ductile iron pipe force main has served for over 40 years and has reached the end of its useful life. SAM verified past leakage and conducted a condition assessment. In addition, SAM is under a consent decree with the Environmental Rights Foundation (ERF) and United States Environmental Protection Agency (USEPA) to have the MFM completely rehabilitated by the end of FY 2026/2027.

Using high density polyethylene pipe (HDPE) SAM already has replaced two FMM sections:

1. 2,650 feet from the Montara Pump Station to end of Vallemar Street
2. 850 feet from the end of Vallemar Street downstream.

To complete the project, SAM needs to replace approximately 13,350 feet FMM, also planned with HDPE pipe.

Project: SAM's Force Main in Montara
CIP Total Cost: \$9,500,000 (Fall 2023 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program
Basis of Priority: This project ranks as Category 1 because SAM must complete it to satisfy a consent decree and because owing to its seriously deteriorated condition, it presents a high public health and safety risk.

Annual Cost Distribution (\$ thousand with inflation) and Schedule

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
10,160	3,000	3,510	3,650	--	--

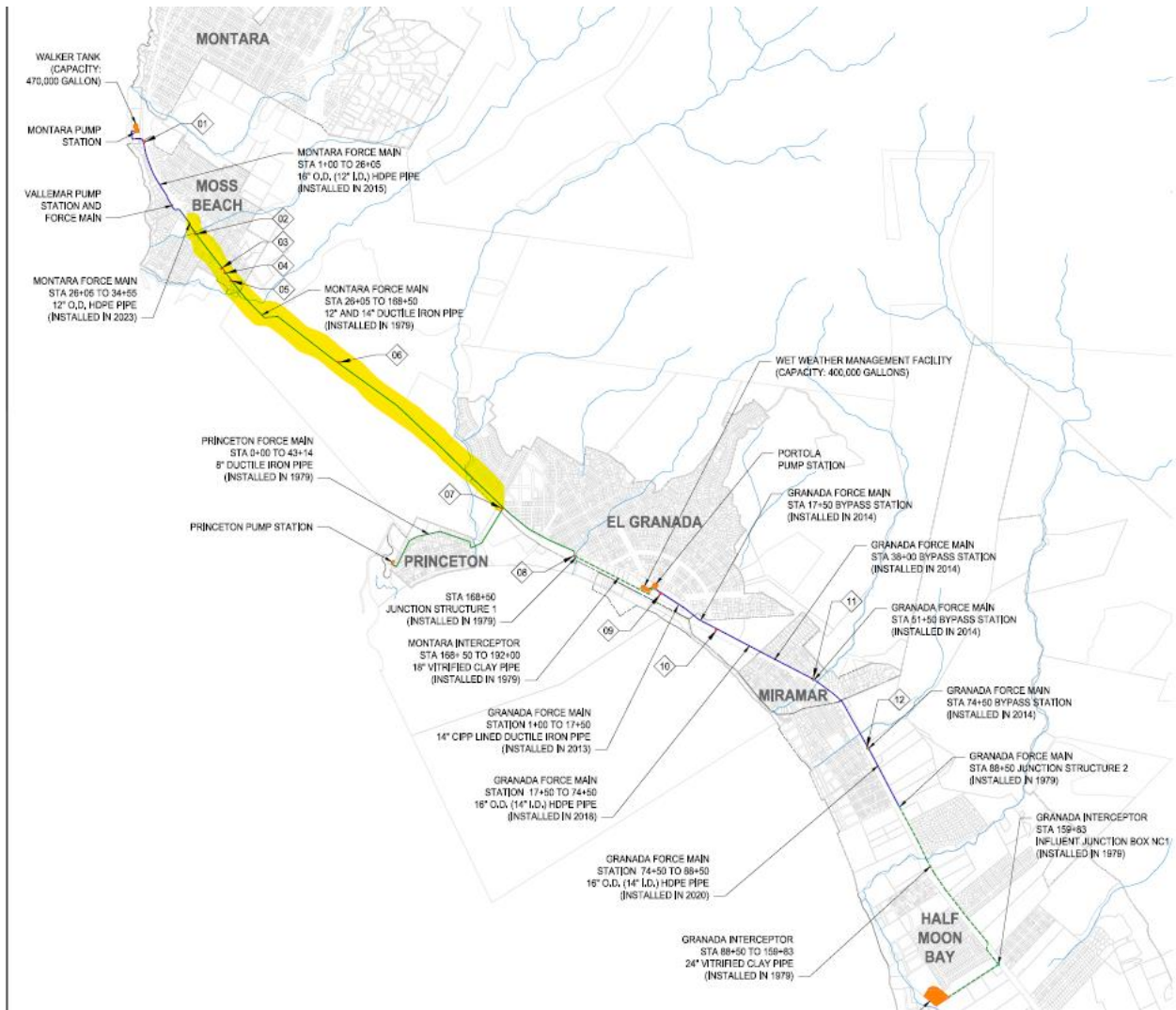


Figure B-6 SAM's Force Main in Montara (Highlighted)

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Replacement of SAM Princeton Force Main (PFM)

Priority: Regulatory and Safety

This project, part of SAM's Intertie Pipeline System, is an essential pipeline that conveys wastewater collected in Princeton-by-the-Sea and conveys it to SAM's Force Main in Montara which in turn conveys the Princeton-by-the-Sea raw sewage to SAM's wastewater treatment plant (WWTP) located in Half Moon Bay. The existing ductile iron pipe force main has served for over 40 years and likely has reached the end of its useful life. Future evaluation will determine whether replacement is warranted in FY 2027/2028 and 2028/2029.

To complete the project, SAM needs to replace approximately 4,314 feet PFM, also planned with HDPE pipe.

Project: Princeton Force Main

CIP Total Cost: \$3,300,000 (Winter 2024 Estimate)

Project Funding: SAM will fund this project from SAM's Infrastructure Program.

Basis of Priority: This project ranks as Category 2 because SAM has not completed a recent condition assessment but the pipeline is suspect owing to its age.

Annual Cost Distribution (\$ thousand with inflation) and Schedule

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
3,760	--	--	--	2,050	1,710

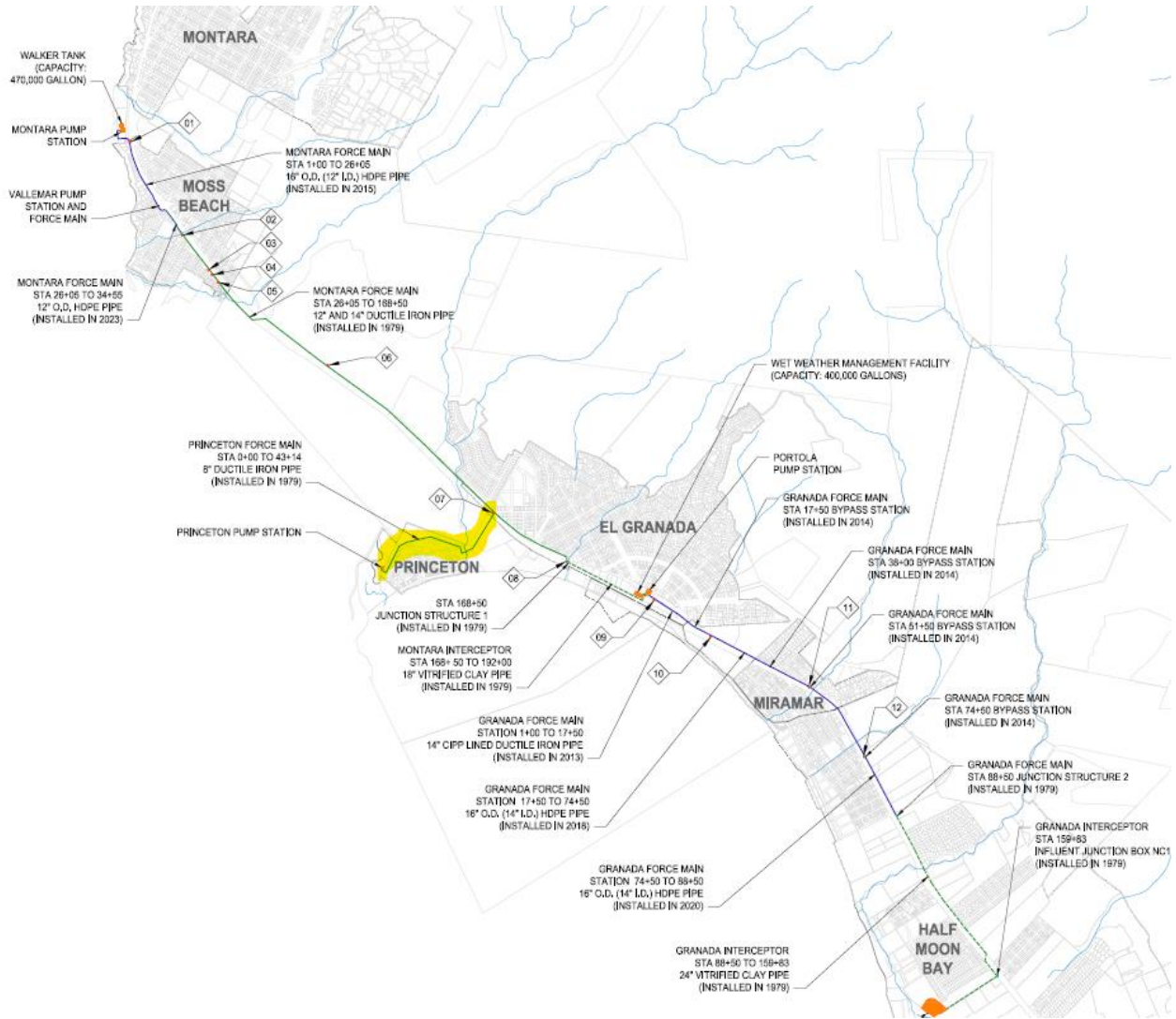


Figure B-7 Princeton Force Main (Highlighted)

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Upgrade/Replacement of the WWTP Grit Blowers
Priority: Replacement and Rehabilitation

At the wastewater treatment plant (WWTP), this project will remove the existing grit blowers and replacement them with new, higher capacity blowers using better technology. In 2017, SAM carried out a planning study, updated in 2022, to evaluate existing facilities and recommend improvements described above.

Project: Upgrade/Replacement of the WWTP Grit Blowers
CIP Total Cost: \$230,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program.
Basis of Priority: This project ranks as Category 2 because the existing equipment is outdated and ready for upgrade.

Annual Cost Distribution (Winter 2024 \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
260	--	--	--	260	--

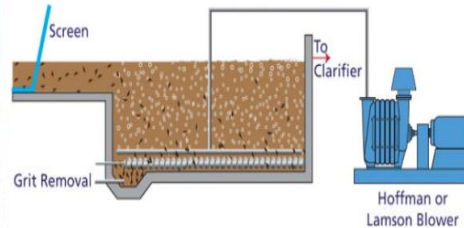


Figure B-8-SAM Grit washers (Left), and Grit Blower (Right)(For Illustration)

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 3 – SUSTAINABILITY/ENERGY/OPTIMIZATION

Project: Study of Sludge Beneficial Uses
Priority: Sustainability/Energy/Optimization

At the wastewater treatment plant (WWTP), SAM currently dewateres anaerobically digested sludge and sends the dewatered sludge to landfill. This process uses valuable landfill space and ultimately generates methane, a significant greenhouse gas, as sludge degrades in the landfill. Such methane may release to the atmosphere. If SAM could develop a plan for beneficial sludge reuse, e.g., composting for use as a soil amendment, SAM’s sludge disposal activity could become beneficial, not detrimental to the environment. This study will determine how to best dispose of and/or recycle SAM’s WWTP sludge.

Project: Study of WWTP Sludge Beneficial Uses
CIP Total Cost: \$90,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM’s Infrastructure Program.
Basis of Priority: This project ranks as Category 3 because it presents an opportunity to decrease SAM’s impacts to the environment and hence make the WWTP operations more sustainable.

Annual Cost Distribution (Winter 2024 \$’s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
100	--	--	--	100	--

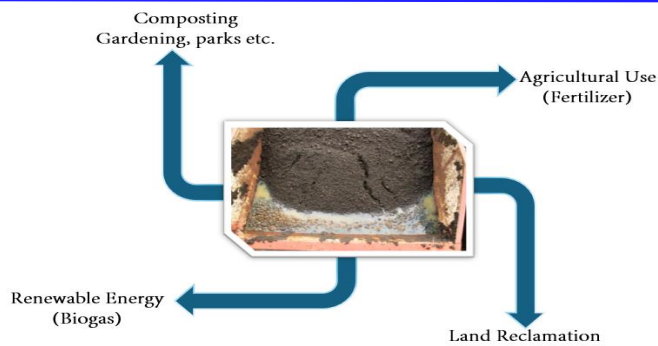


Figure B-9 Sludge Beneficial Uses (Sample)

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 3 – SUSTAINABILITY/ENERGY/OPTIMIZATION

Project: Study of Biogas Beneficial Uses
Priority: Sustainability/Energy/Optimization

At the wastewater treatment plant (WWTP), SAM currently digests a combination of primary and waste biological sludge anaerobically. This process produces biogas that SAM could use to fuel a cogeneration/combined heat and power system (aka, cogeneration--cogen). Cogen systems produce electricity which would offset electricity that SAM now purchases from the utility grid. Waste heat recovered from the power generation system would heat SAM's anaerobic sludge digestors. The added heat accelerates sludge digestion and ensure that the product sludge is more biologically stable and more easily recycled, while likely destroying pathogens in the sludge. This study will determine how to best to use SAM's WWTP biogas.

Project: Study of Biogas Beneficial Uses
CIP Total Cost: \$90,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program.
Basis of Priority: This project ranks as Category 3 because it presents an opportunity to decrease SAM's impacts to the environment and hence make the WWTP operations more sustainable.

Annual Cost Distribution (Winter 2024 \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
100	--	--	--	100	--

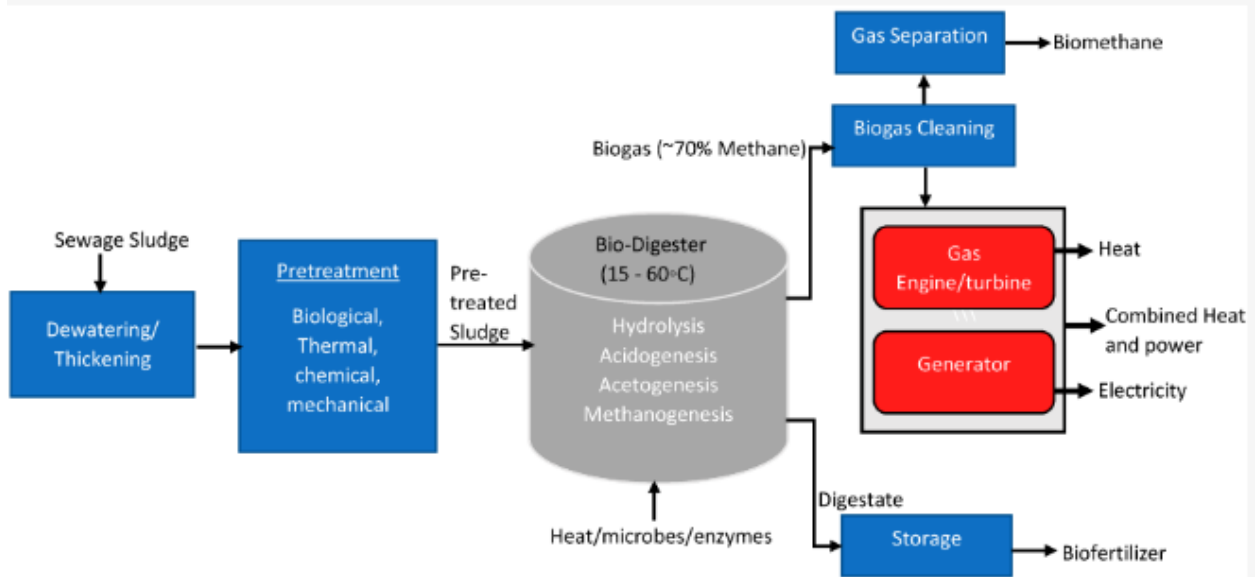


Figure B-10 Biogas production through sludge anaerobic digestion (For Illustration)

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: Belt Filter Press Refurbishment
Priority: Replacement and Rehabilitation

At the wastewater treatment plant (WWTP), this project will recondition and rebuild the existing belt filter presses currently used to dewater digested sludge. The existing presses were installed in 1998 and are worn but salvageable with replacement of key components and other reconstruction.

Project: WWTP Replacement Standby Generator and Electrical Switchgear
CIP Total Cost: \$620,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program.
Basis of Priority: This project ranks as Category 2 because the existing equipment is old and worn.

Annual Cost Distribution (Winter 2024 \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
725	--	--	--	--	725



Figure B-11 Belt Filter Press

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 2 – REPLACEMENT AND REHABILITATION

Project: SAM Effluent Outfall and Diffuser Inspection and Repair
Priority: Replacement and Rehabilitation

This project is an essential system component that conveys wastewater treatment plant (WWTP) effluent into the Pacific Ocean for ultimate disposal. The outfall includes about 1,000 feet of 66-inch-diameter reinforced concrete pipe (RCP) onshore and 900 feet of 66-inch-diameter RCP offshore terminating in a 238-foot-long multiple-port diffuser. The diffuser ports terminate with Tideflex® Check (aka “duckbill”) valves. A 2022 submarine inspection carried out by Global Diving and Salvage, Inc. (GDSI), found that all duckbill valves showed signs of damage; one (valve 33) out of 35 valves was buried completely and hence, not functioning. GDSI recommended that SAM consider duckbill valve replacement.

Project: Effluent Outfall and Diffuser Inspection and Repair
CIP Total Cost: \$420,000 (Winter 2024 Estimate)
Project Funding: SAM will fund this project from SAM's Infrastructure Program
Basis of Priority: This project ranks as Category 2 because SAM must maintain the outfall discharge system to dispose of WWTP effluent in compliance with SAM's NPDES permit.

Annual Cost Distribution (\$ thousand with inflation) and Schedule

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
490	--	--	--	--	490



Polymer Line Believed to be Attached to Diffuser 33

Figure B-12 Apparently buried and hence non-functional diffuser port

SEWER AUTHORITY MID-COASTSIDE

5-YEAR CAPITAL IMPROVEMENT PLAN FY 2024/2025 – 2028/2029

CATEGORY 1 – REGULATORY AND SAFETY PROJECTS

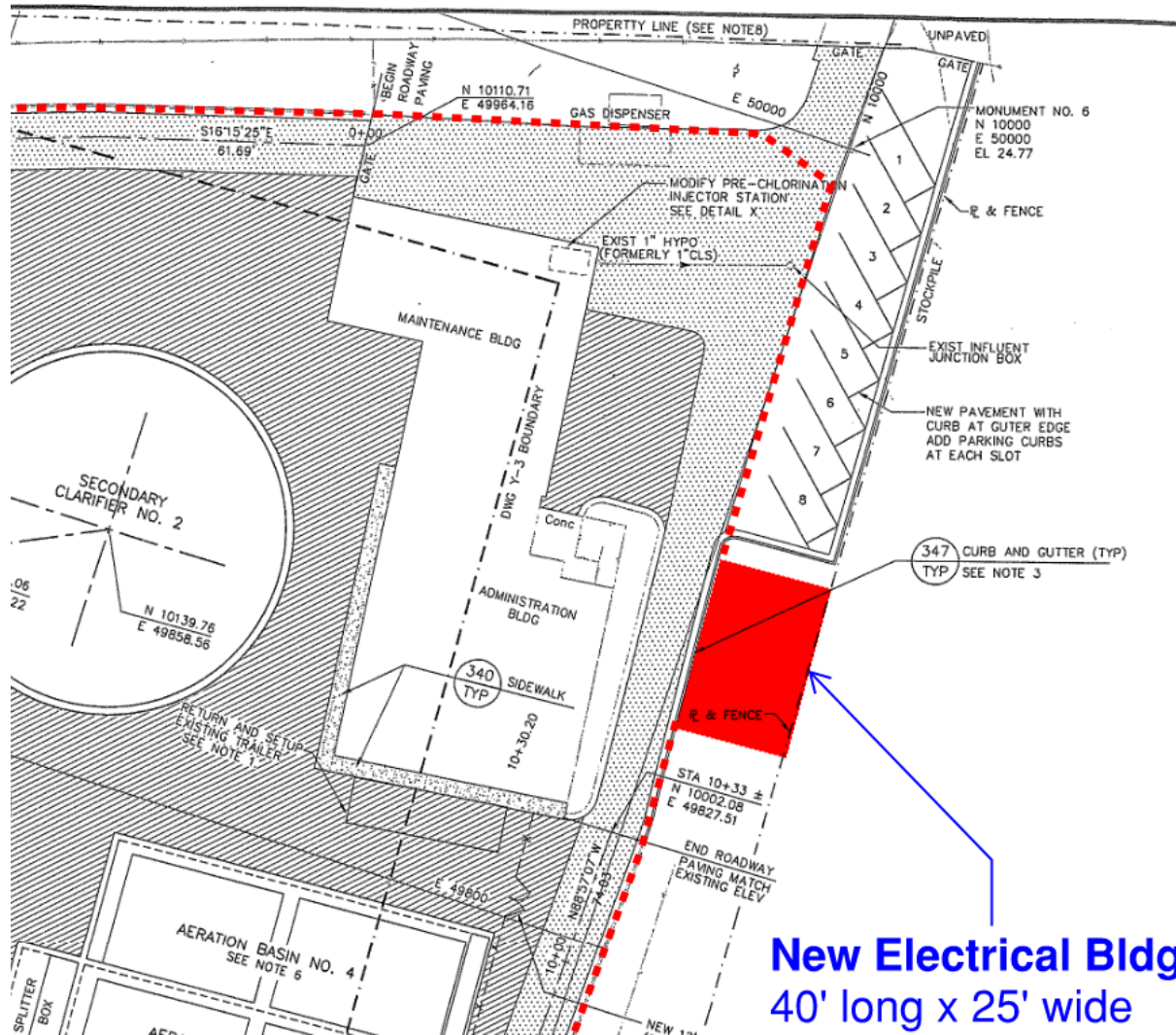
Project: Replacement of the WWTP standby generator and electrical switchgear
Priority: Regulatory and Safety

At the wastewater treatment plant (WWTP), this project will install a new diesel-fueled standby generator and new electrical switchgear in a new higher-elevation building adjacent to the existing administration building. The existing generator is old (1979) and obsolete and has reached the end of its useful life. Furthermore, it sits in an area with flooding risk. The key medium-voltage electrical switchgear dates from the 1990s, is obsolete and also has reached the end of its useful life, with equal flooding risk. In 2013, TJC and Associates, Inc., carried out a planning study, updated in 2022, to evaluate existing facilities and recommend improvements described above.

Project: WWTP Replacement Standby Generator and Electrical Switchgear
CIP Total Cost: \$6,000,000 (Winter 2024 Estimate)
Project Funding: SAM has applied for FEMA funding
Basis of Priority: This project ranks as Category 1 because the existing equipment is old and has flooding risk. It does not appear in the current CIP because SAM has applied for funding from FEMA which could reduce expenditures of SAM funds.

Annual Cost Distribution (Winter 2024 \$'s) and Not Scheduled

CIP Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
6,000	--	--	--	--	--



New Electrical Bldg
40' long x 25' wide

Figure B-13 Potential Location for New Standby Generator and Electrical Switchgear



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

Regular Board Meeting 7:00 PM, Monday, October 28, 2024

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019. Chair Dye will be attending the Meeting Via Zoom from 3880 Wyllie Road, Princeville, Hawaii. 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/81291021890?pwd=IzAwsUSiAuNlR3PDRXr1EBagrt1ppJ.1>

Meeting ID: 812 9102 1890

Passcode: 835274

1 669 444 9171 US

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:	Harvey Rarback (HMB)

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

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on October 28, 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 September 9, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for October 28, 2024 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending August 31, 2024 (receive and file) (**Attachment**)
- D. Monthly Revenue and Expense Report for Period Ending September 30, 2024 (receive and file) (**Attachment**)

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

- A. Discuss and Approve 5-year Infrastructure Plan. (**Attachment**)

5. GENERAL MANAGER'S REPORT

- A. Monthly Managers' Report – August 2024
- B. Monthly Managers Report- September 2024

6. ATTORNEY'S REPORT

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

7. DIRECTORS' REPORT

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

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

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9:
(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)
- B. CONFERENCE WITH LEGAL COUNSEL –POSSIBLE INITIATION OF LITIGATION
(Government Code § 54956.9(d) (4)), one potential case.
- C. CONFERENCE WITH LABOR NEGOTIATORS (§ 54957.6)
Agency designated representatives: Kishen Prathivadi, Christopher Boucher
Employee organization: IUOE Stationary Engineers, Local 39
- D. CONFERENCE WITH LABOR NEGOTIATORS (§ 54957.6)
Unrepresented Employees
- E. CONFERENCE WITH LABOR NEGOTIATORS (§ 54957.6)
Unrepresented employee: General Manager

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: November 25, 2024, and December 9, 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: October 28, 2024
SUBJECT: **Monthly Manager’s Report – August 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 *August 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	0.765	62.93%
Granada CSD	0.224	18.39%
<u>Montara W&SD</u>	<u>0.227</u>	<u>18.68%</u>
Total	1.216	100.0%

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

Administration

There was one Regular Board Meeting in the month of August 2024, and no public records request. There was no article in the Half Moon Bay Review. There were three article in the Coastside Buzz Mentions of Sewer Authority Mid-Coastside’s Princeton Pump Station Construction Complete Meeting Consent Decree of ERF’s Environmental Lawsuit and Keeping Workers Safe (August 7, 2024), Sewer Authority Attorney Reviews Regulatory Response Mandating Urban Water Suppliers to Set Water Use Objectives; May Increase Rates and Affect Sewer Flow,(August 15-2024), and SAM Directors Receive a 5 -Year Capital Infrastructure Plan with Force Mains at Princeton and Montara as Big Ticket Items; Member Agencies Send Back to their Boards, (August 22 2024). There was one new hire in the month of August Burnell Lawrence Operator III. There was one Anniversary’s in the month of August Keith Harvey Operator II.

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 had to use 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. We had some elevated effluent BOD results, they were within our NPDES limits, but it’s still stressful when this occurs.

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

The Princeton project is moving along well, the station is running, and we are waiting on the surge tank delivery at this point. The concrete pad has been poured so it is just a matter of the delivery now. As pointed out last month we noticed the roof was in worse shape than we though. The roof has since been replaced along with a good bit of the underlayment that was rotted. The new roof should protect the structure and inside components for a good many years into the future now.

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	H. Rarback	D. Ruddock	K. Slater-Carter
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	D. Penrose		

Training month, (8/28), 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 a makeup month for folks that missed. The covered topics were fire extinguishers, workplace violence prevention, and forklift training. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

We put digester # 2 back into service early in the month. We should not have to address the digester cleaning for a while now.

Peterson was working on the plant generator replacing a couple of electrical pickup transformers that sense the amperage.

There was a fuel leak on the Portola generator inside the generator room. It was on a pressure line; we were able to use SAM's portable generator to supply backup power if needed.

Overaa has been working away on the primary and we should be looking at test running second week of September.

The shade structure over the chemical area is now complete.

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

During the month of August 2024 rainfall was below the historic normal for Half Moon Bay. The 10-year average for the area is 0.165 inches of rain in, (0.24 inches used to be considered normal, a little light of the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.12 inches, (from the NOAA gauge at the plant). Our roof top had 0.06 at the plant, 0.06 inches in the GCSD service area, and 0.11 inches at the MWSD weather station. There was micro-climate variations verified by the data.

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

8/1/2024 – Daily ops rounds and duties. OVERAA here working on primary #1. Continue adding polymer to both aeration basins to control the foam on the surface. Cleaned primary sludge pumps #2, #3, and #5. Pump down and wash down grease scum pit to the digester #1.

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	D. Penrose		

- 8/2/2024 – Daily ops rounds and duties. Continue adding polymer to aeration basin #3 to control the amount of foam on the surface. OVERAA Construction Company here working on primary clarifier #1. Roofing company at Princeton pump station. SAM portable generator hooked up at Portola pump station and pump #4 is on the off position. Slightly open gas valve to digester #2 to slowly start adding gas into it.
- 8/3/2024 - Saturday - Daily ops rounds and duties. Add polymer to aeration basin #4. Normal day found no anomalies.
- 8/4/2024 - Sunday - Daily ops rounds and duties. Continue adding polymer to AB#3. Fill a couple polymer totes during the day. Bar screen debris bin full, move rags to make room in bin. Sump 15 high level alarm found no issue and reset alarm.
- 8/5/2024 - Daily ops duties. OVERAA here. Continue adding polymer to both AB's. Received a Digester #1 low level alarm early in the morning, but did not find any issues with the digester. Found roof leak at Princeton pump station, notified contractor of the issue. RDT discharge line plugged or broken because it was leaking sludge and made a mess, cleaned, and wash down area, as a result we stopped the RDT sooner.
- 8/6/2024 - Daily ops rounds and duties. OREAA here. Add polymer to both aeration basins. Continue washing down RDT area and diagnose the situation, found broken PVC line where its threaded, replaced the part and test, works good now. Deliver COVID samples. Scrap metal guy here to pick up metal debris. Boiler #2 failed a couple of times in the evening due to transferring from digester #1 to #2.
- 8/7/2024 - Daily ops rounds and duties. OVERAA here. Add polymer to both AB's. Tree guys here working on power line trees. Cleaned ferric chemical filter a couple times during the day. Secondary clarifier metal grates delivered. Boiler #2 failed a couple times at night when transferring sludge from Digester 1 to digester 2, reset boiler but could not find the problem.
- 8/8/2024 – Daily ops rounds and duties. OVERAA here working on the primary. Completely open the digester #2 gas valve to equalize the gas pressure between 1&2. Continue adding polymer to both aeration basins. Found a CL2 leak inside the cabinet at the chemical pump area, line has rupture, removed the broken piece, and replaced with another, works good now. Exercise all influent pumps. Scrap metal guy here to haul metals away.
- 8/9/2024 – Daily ops rounds and duties. OVERAA Construction Company here working on the primary clarifier #1. Continue adding polymer to both aeration basins to control foam on the surface.

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- 8/10/2024 - Saturday - Daily ops rounds and duties. Add polymer to both aeration basins. Adjust primary sludge pump settings due to high sludge blanket.
- 8/11/2024 - Sunday - Daily ops rounds and duties. Continue adding polymer to influent side of the aeration basins. Collect ALPHA LAB samples. Found ferric pump not pumping, cleaned filter and fixed the issue.
- 8/12/2024 - Daily ops rounds and duties. OVERRA here working on the primary. Add polymer to the MLSS influent and effluent. Begin adding ALUM to the MLSS effluent. Open valves for mixing pump to the digester #2 and start mixing. Level on the digester #2 level down from 10ft to 3ft. Clean primary and secondary samplers. Collect ALPHA samples.
- 8/13/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS influent and add alum and polymer to the effluent as well. OVERAA here working on the primary. Peterson Cat here working on the generator also performed test on generator. CALCON here working on equipment in the office roof top. Transfer digester sludge from #1 to #2. Bleed air from digester #2. Clean all 4 DO probes in the MLSS tanks. Sodium Bisulfite delivery to the plant.
- 8/14/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS influent. Add polymer and alum to the effluent MLSS. OVERRA here at the plant. Maloney LLC here scanning and taking measurements of the chemical storage area. Bleed air form digester #2. Exercise all influent pumps and set #7 to lead. Two of the gates were installed at the Princeton pump station.
- 8/15/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS influent. Add polymer and alum to the effluent MLSS. OVERRA here at the plant. Louis from USA Shade was on site to look at the area where the shade structure is to be installed. The shade structure should arrive late Monday or early Tuesday of next week. Bumped wasting a little due to partial nitrification in the secondary clarifier.
- 8/16/2024 - Daily operations rounds and duties. Continue adding polymer to the influent side of both aeration basins. Add polymer and alum to the effluent side of the MLSS. Primary sludge flow meter not working, found the breaker to the meter was tripped, fixed the issue. OVERAA/USA SHADE here working on measurements for canopy at chemical storage area. Secondary clarifier parts delivered. Reduce DO set point in the MLSS tanks.

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ALTERNATE MEMBERS:	S. Boyd	J. Randle	J. Grant
	D. Penrose		

- 8/17/2024 - Saturday-Daily ops rounds and duties. Add polymer to the MLSS influent and effluent. Hue & Cry alarm out at Princeton pump station, found dialer alarm but no SCADA alarm, reset all ok now. Fill up a couple polymer totes during the day.
- 8/18/2024 - Sunday-Daily ops rounds and duties. Noticed heavy amounts of foam on the aeration basins. Add polymer to the MLSS influent and effluent.
- 8/19/2024 - Daily ops rounds and duties. Continue adding polymer to both aeration basins. Collect Alpha Lab samples.
- 8/20/2024 - Daily ops rounds and duties. Add polymer to both AB's influent and effluent side. Start RAS pump #2 to begin pumping down secondary clarifier #2. Neuros Company guy here to perform maintenance on air blowers. USA SHADE here working on chemical pump storage area. Power outage at the plant, generator on, no utility power between the hours of 13:00 to 20:30. PLC (I/O) cabinet tripped, needed assistance from CALCON to help reset PLC. Marina from SRT consultants at the plant.
- 8/21/2024 - Daily ops rounds and duties. Boiler #2 failed a little after midnight, called RF McDonald and fixed the problem. USA SHADE here working on the canopy for chemical pump storage area. Continue adding polymer to the MLSS. Spray chlorine to the surface foam of AB#3. Clean Contact basin #1.
- 8/22/2024 - Daily ops rounds and duties. Continue adding polymer to the influent and effluent side of the MLSS. Clean chlorine contact basin #2. USA SHADE here finalizing the canopy project at the chemical pump storage area. Test and run digester mixing pump #1. Test and run belt filter press.
- 8/23/2027 - Daily ops rounds and duties. Continue adding Diluted polymer to the influent side of the MLSS tanks to control amount of foam. Continue adding polymer and alum to the effluent side of the MLSS tanks to allow for better settleability in the secondary. HERTZ here to drop off generator and take the other rental due to not working. Exercise all influent pumps. CLACON here working on primary electrical.
- 8/24/2024 - Saturday - Daily ops rounds and duties. Add polymer to the MLSS tanks influent and effluent side. Fill up a couple polymer totes during the day. Normal day no anomalies.
- 8/25/2024 - Sunday - Daily ops rounds and duties. Add polymer to the aeration basins. High amounts of solids on the surface of the contact basins, spent some time skimming. Mix chemicals for SO2 and CL2 analyzers at the effluent

BOARD MEMBERS:	M. Clark	B. Dye	P. Dekker
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building. Clean ferric pump filter noticed pump was running at 100%. Add chlorine to the surface of AB3 to control foam.

- 8/26/2024 - Daily ops rounds and duties. Add polymer to both aeration basins. Set up ALPHA LAB bottles. Skim chlorine contact basins throughout the day due to high amounts of solids on surface. Wash down bar screens. Prepare September work schedule.
- 8/27/2024 - Daily ops rounds and duties. Continue adding polymer to the MLSS tanks. Perform Bias check on SO2 analyzer. Skim chlorine contact basins a few times.
- 8/28/2024 - Daily ops rounds and duties. Add polymer to both aeration basins. CALCON here working on the primary clarifier electrical work. Collect ALPHA LAB samples. Perform weekly inventory for chemicals. Exercise all influent pumps and set #6 on lead position. Wash down Princeton pump station because of high amount of grease in the wet well.
- 8/29/2024 - Daily ops rounds and duties. Add polymer to both aeration basins. Noticed grit bin damaged, one wheel broken, notified Republic Services. CALCON here working on the primary clarifier. Contractors out at Princeton pouring concrete.
- 8/30/2024 - Daily operations rounds and duties. Continue adding polymer to the influent and effluent side of the MLSS tanks. Hypochlorite delivery to the plant. CALCON here working on primary clarifier electrical equipment. Perform monthly fire extinguisher check. Micro 2000 CL2 analyzer not working properly, diagnosed issue, and found that the tubing had debris inside, cleaned out and fixed the issue. Crew here at the plant working on the tsunami siren.
- 8/31/2024 - Saturday - Daily ops rounds and duties. Add polymer to the influent and effluent side of the MLSS tanks. Adjust digester sludge transfer rates. Fill up a couple mixed polymer totes during the day.

Other activities are listed below:

There were 13 deliveries (approximately 8,750 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 875.00. There were no leachate deliveries to the SAM IPS line in the month of August 2024, for a total leachate volume of 0 gallons.

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

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Contract Collection Services

The SAM crew cleaned 35,552 feet of sewer line and responded to nine calls in contract service areas. Four calls were sewer line related and five were maintenance service calls. Five of the callouts were during regular business hours or started during regular business hours and went into overtime. Four of the calls were after hour callouts. None of the calls were in HMB, Six calls were in the MWSD service area, and three calls were in the GCSD service area during the month of August 2024.

HMB – There were no service calls in HMB in the month of August.

There was no maintenance service calls in HMB in the month of August.

GCSD – The service call in GCSD was as follows; 8/5 - Call for backup in laundry area, when crew arrived there was no active overflow, Crew jetted main line finding no obstruction. There was no property line clean out, advised owner to contact a plumber to resolve issue. 8/6 - Call for lower bathroom back up, when crew arrived there was no standing water in cleanout. The crew jetted main and found no obstruction. Advised homeowner to contact a plumber to resolve issue. 8/29 - Private lateral back up, crew jetted main, and it was clear. Crew assisted to restore flow, owner was going to reach out to a plumber friend to televise lateral and possibly identify source.

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

MWSD – The sewer line related call in the MWSD area was as follows; 8/17 - Smart cover alarm response at Cedar and Harte Street location. Paper build up was causing back up. The crew removed paper build up to restore proper flow.

The maintenance calls in the MWSD service area were as follows; 8/3 - 5th street station response. VFD #2 fail alarm. Pump 1 in lead until VFD issue is identified. Upon further investigation it was found to be a faulty contactor. Contactor has been replaced; issue resolved. 8/13 - Airport station high alarm and general alarm. Upon arrival there was power and genny had not run. Reset alarms and checked station for proper operation. 8/14 - Airport station high alarm and general alarm. Upon arrival there was power and genny had not run. Float was replaced to see if that was an issue. Reset

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alarms and checked station for proper operation. 8/26 - Seal Cove #2 phase loss alarm. Power was restored upon arrival. Reset alarms and checked station for normal operation. Possible power glitch. 8/30 - Airport station pump #1 failure to start. Contactor on pump #1 was tripped, checked amperage. Put pump # 2 lead position and contacted Pen pump to pull pump and investigate potential motor issue.

The August 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 August 2024.

Staff Recommendation

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

Supporting Documents

Attachment A: Monthly Flow Report August 2024

Attachment B: Monthly NPDES Report August 2024

Attachment C: Collection System Data August 2024

Attachment D: Contract Collection Service Report August 2024

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Attachment A

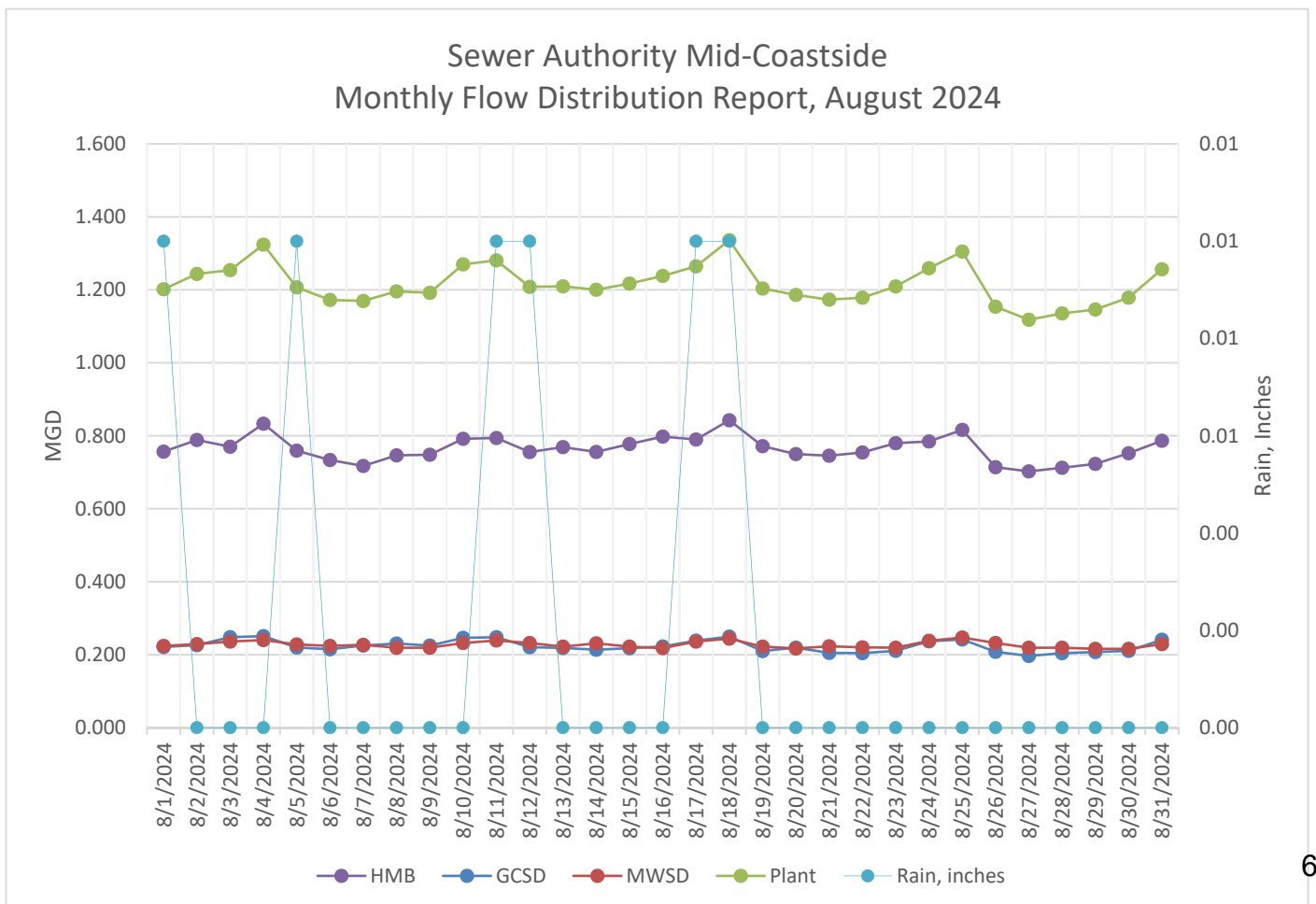
Flow Distribution Report Summary for August 2024

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

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

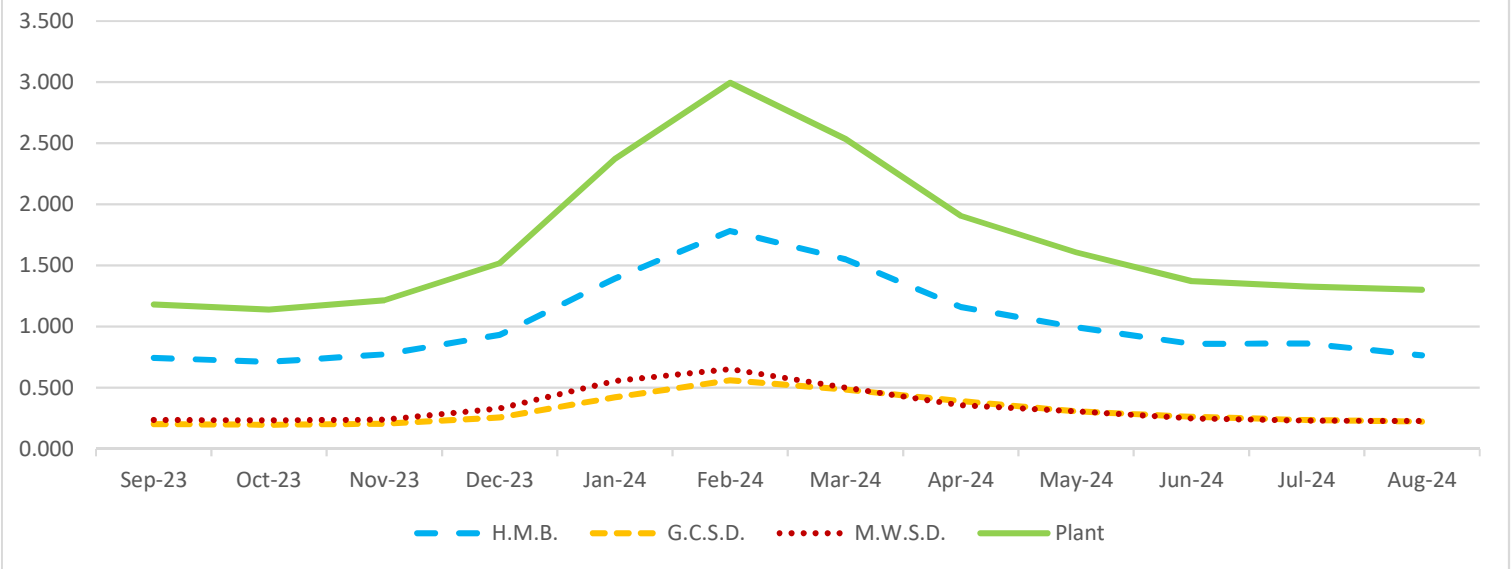
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.765	62.93%
Granada Community Services District	0.224	18.39%
Montara Water and Sanitary District	<u>0.227</u>	<u>18.68%</u>
Total	1.216	100.0%

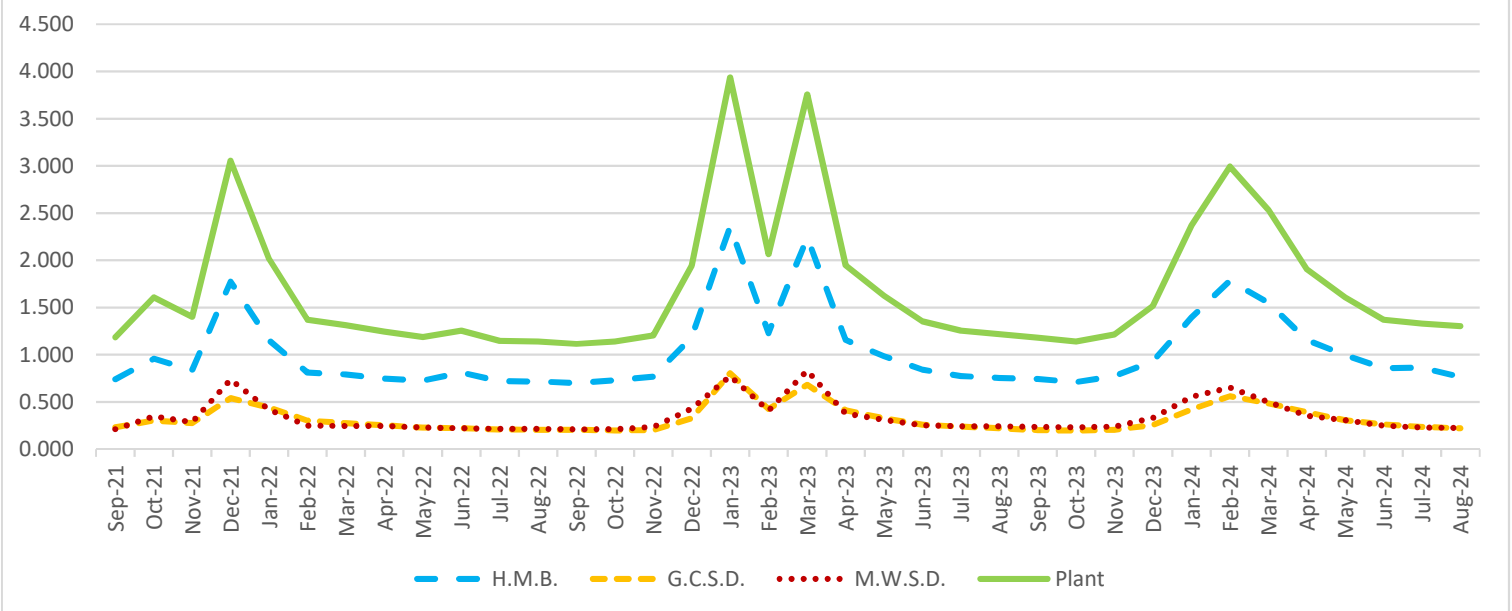


Most recent flow calibration January 2024 PS, January 2024 Plant inf

One Year Flow Chart
September 2023 - August 2024



Three year flow chart
September 2021 - August 2024



SAM E-001 August 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
8/1/2024								
8/2/2024								
8/3/2024			6.30					10.50
8/4/2024								
8/5/2024								
8/6/2024								
8/7/2024	330	7.60		97.7%	210	110	12.0	
8/8/2024	330	8.00		97.6%	230	180	15.0	
8/9/2024								
8/10/2024			7.80					13.50
8/11/2024	340	7.10		97.9%	380	250	21.0	
8/12/2024	280	11.00		96.1%	380	210	25.0	
8/13/2024								
8/14/2024								
8/15/2024								
8/16/2024								
8/17/2024			9.05					25.00
8/18/2024								
8/19/2024	330	16.00		95.2%	400	280	36.0	
8/20/2024	320	18.00		94.4%	370	230	37.0	
8/21/2024								
8/22/2024								
8/23/2024								
8/24/2024			17.00					36.50
8/25/2024								
8/26/2024								
8/27/2024	300	11.00		96.3%	280	180	17.0	
8/28/2024	310	13.00		95.8%	350	190	32.0	
8/29/2024								
8/30/2024								
8/31/2024			12.00					24.50
Count	8	8	5	8	8	8	8	5
Minimum	280	7.10	6.30	94.4%	210	110	12.0	10.5
Average	318	11.46	10.43	96.4%	325	204	24.4	22.0
Maximum	340	18.00	17.00	97.9%	400	280	37.0	36.5
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 August 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	
8/1/2024						0.00	
8/2/2024						0.00	
8/3/2024				ND	2.25	0.00	
8/4/2024						0.00	
8/5/2024						0.00	
8/6/2024						0.00	
8/7/2024	94.3%	0.1		1.60		0.00	
8/8/2024	93.5%	ND		1.20		0.00	
8/9/2024						0.00	
8/10/2024			<	0.5	1.40	0.00	
8/11/2024	94.5%	ND		3.70		0.00	
8/12/2024	93.4%	ND		5.80		0.00	
8/13/2024						0.00	
8/14/2024						0.00	
8/15/2024						0.00	
8/16/2024						0.00	
8/17/2024				ND	4.75	0.00	
8/18/2024						0.00	
8/19/2024	91.0%	ND		3.40		0.00	
8/20/2024	90.0%	ND		2.80		0.00	
8/21/2024						0.00	
8/22/2024						0.00	
8/23/2024						0.00	
8/24/2024				ND	3.10	0.00	
8/25/2024						0.00	
8/26/2024						0.00	
8/27/2024	93.9%	ND		1.00		0.00	
8/28/2024	90.9%	ND		2.90		0.00	
8/29/2024						0.00	
8/30/2024						0.00	
8/31/2024				ND	1.95	0.00	
Count	8	1		1	8	5	31
Minimum	90.0%	0.1	<	0.50	1.00	1.40	0.0
Average	92.7%	0.10		ND	2.80	2.69	0.0
Maximum	94.5%	0.1		0.5	5.80	4.75	0.0000
Percent Removal	85						
5 Sample Median							
High							
Low							
Daily Max					225		4.8
Weekly Max						100	
Monthly Average					75		

SAM E-001 August 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
8/1/2024	0.00		7.21	21.2			7.06	79.4
8/2/2024	0.00		7.05	21.2			7.23	81.4
8/3/2024	0.00		7.12	21.0		ND	6.83	76.6
8/4/2024	0.00		6.97	21.5			7.14	80.7
8/5/2024	0.00		7.09	21.1			7.23	81.1
8/6/2024	0.00		6.87	21.0			6.60	74.0
8/7/2024	0.00		6.87	21.1			6.87	77.2
8/8/2024	0.00	9.4	6.81	21.1	10		6.72	75.5
8/9/2024	0.00		6.89	21.0			6.72	75.3
8/10/2024	0.00		6.83	20.5		5.743	6.71	74.5
8/11/2024	0.00		6.74	20.8			6.91	77.1
8/12/2024	0.00	5.2	6.68	21.1	ND		6.32	70.8
8/13/2024	0.00		6.60	21.3			6.81	76.8
8/14/2024	0.00		6.76	21.0			6.06	67.9
8/15/2024	0.00		6.74	21.3			6.78	76.4
8/16/2024	0.00		6.85	21.2			6.10	68.7
8/17/2024	0.00		6.97	21.8		5.74	7.17	81.7
8/18/2024	0.00		6.93	21.9			6.64	75.7
8/19/2024	0.00		6.98	21.8			6.64	75.6
8/20/2024	0.00	12.0	6.90	21.5	ND		6.64	75.0
8/21/2024	0.00		6.81	21.9			6.87	78.6
8/22/2024	0.00		6.81	21.6			6.93	78.5
8/23/2024	0.00		6.91	22.4			6.73	77.6
8/24/2024	0.00		7.00	21.5		5.74	6.04	68.3
8/25/2024	0.00		6.89	22.0			6.51	74.4
8/26/2024	0.00		6.92	21.9			6.71	76.5
8/27/2024	0.00		6.88	22.1			7.04	80.4
8/28/2024	0.00	13.0	6.80	21.7	ND		6.33	71.8
8/29/2024	0.00		6.99	22.0			7.41	84.8
8/30/2024	0.00		7.03	21.4			6.60	74.6
8/31/2024	0.00		6.97	21.4		5.74	6.07	68.4
Count	31	4	31	31	1	4	31	31
Minimum	0.00	5.2	6.60	20.5	< ND	< 5.743	6.04	67.9
Average	0.000	9.9	6.90	21.4	< ND	< 5.743	6.72	76.0
Maximum	0.00	13.0	7.21	22.4	10	< 5.7	7.41	84.8
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, August 2024

August 2024

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

12 Month Moving Total

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

Reportable SSOs

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

SSOs / Year / 100 Miles

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

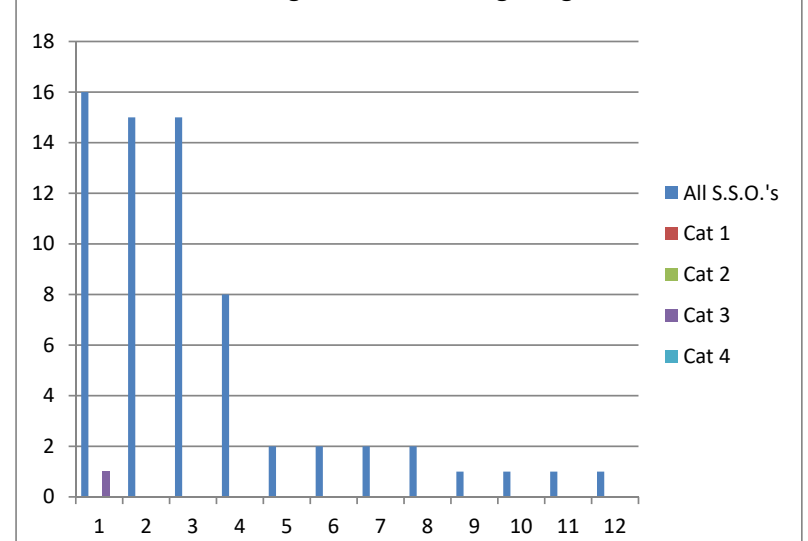
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GCSO	MWSD	Total Feet	Total Miles
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9
Mar - 24	10,744	6,990	6,117	23,851	4.5
Apr - 24	10,392	12,822	8,043	31,257	5.9
May - 24	10,558	10,835	4,694	26,087	4.9
June - 24	7,077	7,842	8,486	23,405	4.4
July - 24	10,921	11,376	5,137	27,434	5.2
Aug - 24	12,461	11,072	12,019	35,552	6.7

Annual ft	123,403	133,220	98,968	355,591	
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Annual Mi.	23.4	25.2	18.7		67.3
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12 Month Moving SSO Totals Through August 2024



Attachment C

TASK SUMMARY- GCSD 2024-25

Task	Target Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total to Date	% Complete
Sewer Line Cleaning	87,000	10,341	10,778												
Hot Spot Cleaning	5,400	320	294												
Lift Station Inspection - Daily	52	4	4												
Lift Station Inspection - Annually	3	-	-	-											
Maint. Work Orders - Completed	-	4	4												
Maint. Work Orders - Incomplete	-	-	-	-											
Manhole Inspection	879	67	54												
USA Markings	372	36	29												
F.O.G. Inspections Completed	10	-	-	-											
F.O.G. Inspections Passed	10	-	-	-											
F.O.G. Inspection Failed	-	-	-	-											
Lateral Inspections	-	-	-	-											
Customer Service Call - Reg	-	-	1												
Customer Service Call - OT	-	1	2	-											
SSO Response - Category 1	-	-	-	-											
SSO Response - Category 2	-	-	-	-											
SSO Response - Category 3	-	-	-	-											
Insurance Claims Filed	-	0	0												



GRANADA COMMUNITY SERVICES DISTRICT

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

October 17, 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

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

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

GENERAL PUBLIC PARTICIPATION

Director Grant reminded the public that the election will be held November 5. Janet Brayer stated that she disapproved of having the MND on the agenda three weeks before the election. She also asked if there was a budget for the park.

REGULAR MEETING AGENDA

- 1) Consideration of a Resolution Adopting Mitigated Negative Declaration (MND) and Associated Mitigation Monitoring and Reporting Program (MMRP), and Approving Plan for the Granada Community Park and Recreation Center –** Mr. Duffy gave a brief history of GCSD gaining parks and recreation powers and the beginning outreach and plans that were developed starting in 2018. He explained that following Board approval of the proposed park and recreation plan in April of 2023 for purposes of beginning the permit process for the project, Montrose Environmental was hired to prepare environmental documents including the MND that is on this agenda for consideration. Ken Shwartz from Montrose provided an overview of the CEQA process and the initial study and MND. He summarized that 90 letters were submitted, some with multiple comments or subjects included in each letter. He said there were 4 main categories of comments, including park amenities included in the plan, park environmental impacts, funding, and the existing preschool. He stated that only comments related to the environmental impact of the project are considered as part of the MND. He also explained the purpose of the included Mitigation Monitoring and Reporting Plan (MMRP). Board President Marsh opened the item up for public comments.

Public comment:

Brandon Field expressed support of the park and offered assistance in any of the skate elements. Kristi Fields stated that she thinks that parks enhance communities but also said she was curious to hear opposing views. Mike Eberly ceded his time to Janet Brayer. Elizabeth Andrews stated that she is retained counsel on behalf of Picasso Preschool. She stated that she is not against the park or recreation center but that she is opposed to not extending the lease for the preschool and that she feels the District is exposing itself to litigation by not doing so. Steven Pohlmeier stated that he supports keeping the preschool in the current location. He recognizes that there is support for the park as well as the preschool. Dan Haggerty stated that the park should be kept simple and open and that the rec center should be multi-use. Will Plaxico expressed concerns about the loss of the preschool, and that he also supports a park. Trevor Push stated that he supports keeping the preschool open and that the Board should table the agenda item. Patrick Mulligan agreed that the item should be tabled and said that the preschool and the park should not be mutually exclusive. Leni Shultz expressed that she thinks the preschool should have a long-term lease and she thinks the MND is not in compliance with the LCP, and is concerned about parking and traffic. James Powers stated that he is in favor of moving the project forward and that the plan is fantastic. Chris Rogers stated that he provided two letters in response to the IS/MND that he felt demonstrated inadequacies in the MND, and stated that he was disappointed that the responses seemed to dismiss his comments. Mindy stated that she supports keeping the preschool open and asked for an update on Supervisor Ray Mueller's progress on finding alternative locations for the preschool. Zack Issacson asked why a long-term lease couldn't be given to the preschool. Laura Smith expressed that she is in favor of keeping the preschool, has concerns over the park financing, and that she thinks this agenda item should wait until after the election. Kate Broderick expressed concerned about the loss of a preschool and stated that the school should not be displaced prior to finding a new location. Kevin expressed his support for the park plan and stated that the preschool has had a four year lease extension. Rholvick Thomas expressed support for the preschool. Janet Brayer stated that she felt the time period to review the comments was inadequate, she thinks the MND should include a budget, doesn't feel the reserves are sufficient, and suggested that the item should be tabled. She went on to summarize comments received on the MND related to parking, the preschool, security and maintenance, dog waste, views, and emergency services. Board President Marsh closed the public comment period, and opened up the item to the board for board member comment.

Ms. Marsh provided a summary of the research that was done regarding keeping an area of the recreation center as a preschool, which she indicated was not feasible. She stated that she met with Supervisor Mueller recently and that the County is still working on finding a new space for a preschool. Director Dye asked for clarification on what approving the MND would mean. General Manager Duffy explained that the item on the agenda for consideration was approval of the MND, the associated MMRP, and the project plan. These actions would not constitute approval of any future permits necessary for the project such as a CDP, nor would it approve any construction of the project or phasing of the project at this time. Those approvals would be at the discretion of the board at a future meeting. Director Randle also

expressed that she is uncertain of the process and asked if the MND and project plan had to be approved at the current meeting.

Mr. Parkin explained that the project plan serves as an overall guiding document similar to a master plan and gives the framework for future permitting and direction, and that approving the MND and plan is completely at the Board's discretion. Director Randle stated that many of the speakers are trying to hold the board accountable for providing childcare solutions for the whole coastside for those privileged enough to afford it. She further stated that Supervisor Mueller should and is looking at solutions to that issue since it is under the county's purview. Director Clark stated that there were many other childcare facilities on the Coast. He also said that the issue of providing parking for Surfers Beach should be handled by the eight other government agencies in the area who have jurisdiction over that issue, and that we should not use Granada ratepayers tax dollars to fund that. Director Dye stated that currently GCSD does not have the authority to run a preschool and that if the District did have the authority, that the \$1.8M spent on the building is not an appropriate use of taxpayer money to support a private preschool for 24 families. Director Dye emphasized that if the building is sold or used as a preschool, then the District will not have another option for a recreation center. Director Randle asked if the approval of the plan could be tabled. Director Marsh agreed that having additional discussions about the preschool was a good idea and pointed out that the current zoning only allows for the building to be for public use. Director Grant agreed that more time was needed for review and made a motion to table the decision.

ACTION: Director Grant moved to table the Agenda Item. (Grant/Randle).

Approved (5-0).

General Counsel Bill Parkin reported that the language in the LAFCO staff report included as part of the LAFCO action for GCSD parks and recreation powers specifically spells out the district's powers for sewer service, garbage service, and parks and recreation sections (e) and (f). The staff report also specifically states that all other powers of a CSD are inactive and precluded, including the power spelled out in section (s) that would allow a district to construct, improve, or maintain a childcare facility.

2) Parks and Recreation Activities

- a. Report on Planned Recreation Program Events – Ms. Atmore reviewed current programs and upcoming events.
- b. Update on RV's parked on or near Obispo Road and District Property – Ms. Atmore stated that clear direction was received from the Sheriff's Office and the RV was tagged by the sheriff and moved within the day.

3) Engineer's Report – Mr. Duffy stated that SAM had received three bids on the Design Build Project for the force main in Montara and they are being reviewed.

4) Report on Sewer Authority Mid-Coastside Meetings – Director Dye informed the Board that the SAM plant grounds had been broken into and a number of tools had been stolen. The last three SAM Board meetings have been canceled.

CONSENT AGENDA

- 5) **September 19 Regular Meeting Minutes.**
- 6) **October 2024 Warrants.**
- 7) **August 2024 Financial Statements.**

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 9) **Attorney’s Report. (Parkin)**
- 10) **General Manager’s Report. (Duffy)**
- 11) **Administrative Staff Report. (Atmore)**
- 12) **Future Agenda Items** – Director Marsh and Director Randle requested that an ad hoc committee to research issues surrounding a preschool be formed. Director Grant requested that the GCSB roles and responsibilities be clarified for the November meeting. Director Marsh suggested it would be more feasible for the December meeting.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:36 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: November 21, 2024

**Granada Community Services District
November 2024 Warrants
For the November 21, 2024 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
10/17/24	10174	SMC Environmental Health	Hazardous Waste Permit-Naples Bch PS	6220 Miscellaneous	492.00
10/17/24	10175	Sandie Arnott - SMC Tax Coll.	SMC Secured Tax bill 2024-2025	6220 Miscellaneous	50.54
10/17/24	10176	Streamline	Streamline Flex 08/01/24-08/31/24	6190 Computers	350.00
10/30/24	10177	Claudia A. Marshall	Registration - Learn to Draw Drawing Level 1	6310 Park Related Misc Expenses	720.00
10/30/24	10178	V.W. Housen & Associates	2023 Spill Emergency Response Plan Update	1415-3 SSMP Costs	4,962.50
11/08/24	10179	Tri Counties Bank	Inv dtd 10/31/24	6140 Office Supplies	476.73
11/21/24	10180	Alhambra & Sierra Springs	Invoice dtd 10/24/24	6140 Office Supplies	48.46
11/21/24	10181	AT&T	Inv dtd 10/05/24	6170 Utilities	204.09
11/21/24	10182	Barbara Dye	10/17/24 GCSD	6040 Directors' Compensation	190.00
11/21/24	10183	CliftonLarsonAllen LLP	A167689	6152 Accounting	3,578.75
11/21/24	10184	Comcast	11/13/24-12/12/24 Svcs	6170 Utilities	340.19
11/21/24	10185	CSDA	Renewal Inv dtd 10/01/24	6100 Memberships	6,858.00
11/21/24	10186	Dudek	09/28/24-10/25/24 Prof. Svcs	6151 General Manager	7,020.00
11/21/24	10187	Horizon Water and Environment LLC	Inv dtd 10/21/24	5130 Parks & Rec Professional Svcs	16,760.05
11/21/24	10188	Hue & Cry, Inc	Dec 2024 Pump Stn Alarm	6170 Utilities	35.59
11/21/24	10189	Jen Randle	10/17/24 GCSD	6040 Directors' Compensation	190.00
11/21/24	10190	Jill Grant	10/17/24 GCSD	6040 Directors' Compensation	190.00
11/21/24	10191	Kikuchi & Kankel Design Group	Prof Svcs through 07/31/24	5130 Parks & Rec Professional Svcs	1,451.25
11/21/24	10192	Matthew Clark	10/17/24 GCSD	6040 Directors' Compensation	190.00
11/21/24	10193	Nancy Marsh	10/17/24 GCSD	6040 Directors' Compensation	190.00
11/21/24	10194	Pacifica Community TV	PCTGCSD1024	6180 Video Taping	400.00
11/21/24	10195	Rodolfo Romero	Nov Cleaning	6130 Office Maintenance & Repairs	220.00
11/21/24	10196	San Mateo County Harbor District	Office Lease-Dec 2024	6120 Office Lease	5,050.00
11/21/24	10197	SDRMA	SDRMA Medical Benefit Premiums - December 2024	6062 Medical	4,991.78
11/21/24	10198	Sewer Authority Mid-Coastside	Nov 2024 Collections & Asmts	5010 SAM - General	161,758.05
11/21/24	10199	SMC Resource Conservation District	Invoice #28-BS Personnel and expenses	6310 Park Related Misc Expenses	3,475.25
11/21/24	10200	Streamline	Streamline Flex 11/01/24-12/01/24	6190 Computers	350.00
11/21/24	10201	US Bank Equipment Finance	Nov 2024 Svcs	6020 Copier lease	252.28
11/21/24	10202	Wittwer & Parkin	Oct 2024 Svcs	6090 Legal Services	8,820.00
TOTAL \$					229,615.51



Financial Statements

Granada Community Services District
September 2024

PRELIMINARY DRAFT

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PRELIMINARY DRAFT

Financial Statements

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

ASSETS	Sep 2024
Cash & Equivalents	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	64,826
Tri Counties Bank - Deposit	17,344
LAIF	8,799
CalTrust Liquidity Fund #0010	3,969,128
Total Cash & Equivalents	4,060,323
Accounts Receivable	
Accounts Receivable from Customers	33,004
Other Current Assets	
Due from AD	1,858
Interest Receivable	1,000
Prepaid Expenses	10,175
Total Other Current Assets	13,032
Total Current Assets	4,106,360
Fixed Assets	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,241,775)
Total Fixed Assets	7,496,310
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	12,558,865
Total Assets	16,665,225
Deferred Outflows of Resources	132,940

(Continued on next page)

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

LIABILITIES	Sep 2024
Accounts Payable	
Accounts Payable	51,002
Other Current Liabilities	
Accrued Vacation	11,301
Deposits Payable	23,055
Payroll Liabilities	1,895
Recology-Delinquent Garbage Payable	10,172
Total Other Current Liabilities	46,423
Total Current Liabilities	97,424
Other Non-Current Liabilities	
Net Pension Liability	204,826
Total Other Non-Current Liabilities	204,826
Total Non-Current Liabilities	204,826
Total Liabilities	302,250
Deferred Inflows of Resources	11,953
NET POSITION	
Net Investment in Capital Assets	7,496,310
Net Position - Unrestricted	8,987,651
Total Net Position	\$ 16,483,961

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

Revenue	Jul-Sep 2024	Expected to Date	Variance YTD	FY 2025 Budget
Operating Revenue				
Sewer Service Charges-SMC	\$ -	\$ 696,250	\$ (696,250)	\$ 2,785,000
Connection Fees	14,100	4,700	9,400	18,800
Total Operating Revenue	14,100	700,950	(686,850)	2,803,800
Non Operating Revenue				
Interest on Reserves	56,422	45,750	10,672	183,000
Net Incr.(Decr.) FV of Invstmnts	19	-	19	-
SAM Refund from Prior Yr	-	250	(250)	1,000
ERAF Refund	17,888	250,000	(232,112)	500,000
Misc Income	2,100	1,500	600	6,000
Lease Revenue	15,000	15,000	-	60,000
Park Tax Allocation	33,227	235,000	(201,773)	940,000
AD OH Reimbursement	-	9,000	(9,000)	36,000
Recology Franchise Fee	8,743	11,500	(2,757)	46,000
Total Non Operating Revenue	133,398	568,000	(434,602)	1,772,000
Total Revenue	147,498	1,268,950	(1,121,452)	4,575,800
Expenses				
Operations				
SAM - General	298,784	300,280	(1,496)	1,201,119
SAM - Pass Through Costs	40,259	-	40,259	-
SAM - Collections	43,690	43,690	-	174,761
Depreciation Expense	72,073	-	72,073	-
CCTV	-	3,750	(3,750)	15,000
Pet Waste Station	281	-	281	-
RCD - Parks	-	1,250	(1,250)	5,000
Half Moon Bay Reimb - Parks	53,110	6,750	46,360	27,000
Parks & Rec Professional Svcs	38,019	-	38,019	-
Total Operations	546,215	355,720	190,495	1,422,880
Administration				
Auditing	275	4,500	(4,225)	18,000
Copier lease	757	1,125	(368)	4,500
Directors' Compensation	3,040	3,750	(710)	15,000
Education & Travel Reimb	2,800	500	2,300	2,000
Employee Compensation	92,946	95,250	(2,304)	381,000
Engineering Services	4,368	8,750	(4,382)	35,000
Insurance	1,363	16,250	(14,887)	65,000
Legal Services	13,738	32,500	(18,762)	130,000
Memberships	-	2,500	(2,500)	10,000
Office Lease	15,150	15,500	(350)	62,000

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

Administration (Continued)	Jul-Sep 2024	Expected to Date	Variance YTD	FY 2025 Budget
Office Maintenance & Repairs	787	875	(88)	3,500
Other Property Maint.	2,508	-	2,508	-
Office Supplies	1,268	-	1,268	-
Professional Services	34,558	63,750	(29,192)	255,000
Publications & Notices	1,008	2,250	(1,242)	9,000
Utilities	3,324	4,000	(676)	16,000
Video Taping	1,200	1,250	(50)	5,000
Computers	2,960	1,250	1,710	5,000
Miscellaneous	3,268	250	3,018	1,000
Bank Service Charges	138	-	138	-
Park Related Misc Expenses	5,444	3,750	1,694	15,000
Total Administration	190,900	258,000	(67,100)	1,032,000
Capital Projects				
Infrastructure Repairs	142,800	143,804	(1,004)	575,217
SSMP Costs	4,963	-	4,963	-
6-yr CIP Phase 2	73	-	73	-
6-yr CIP Phase 3	-	16,250	(16,250)	65,000
Mainline System Repairs	-	2,500	(2,500)	10,000
Total Capital Projects	147,835	162,554	(14,719)	650,217
Total Expenses	884,950	776,274	108,676	3,105,097
Change in Net Position	(737,452)	492,676	(1,230,127)	1,470,703
Beginning Net Position	17,221,413	17,221,413		17,221,413
Ending Net Position	\$ 16,483,961	\$ 17,714,089		\$ 18,692,116

Supplementary Information

Granada Community Services District Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund (Unaudited)

For the Three Months Ended September 30, 2024

Revenue	Sewer	Parks & Recreation	Total
Operating Revenue			
Connection Fees	\$ 14,100	\$ -	\$ 14,100
Non Operating Revenue			
Interest on Reserves	41,178	15,244	56,422
Net Incr.(Decr.) FV of Invstmnts	13	6	19
ERAF Refund	10,733	7,155	17,888
Misc Income	2,100	-	2,100
Lease Revenue	12,500	2,500	15,000
Park Tax Allocation	-	33,227	33,227
Recology Franchise Fee	8,743	-	8,743
Total Non Operating Revenue	75,267	58,131	133,398
Total Revenue	89,367	58,131	147,498
Expenses			
Operations			
SAM - General	298,784	-	298,784
SAM - Pass Through Costs	40,259	-	40,259
SAM - Collections	43,690	-	43,690
Depreciation Expense	71,084	989	72,073
Pet Waste Station	-	281	281
Half Moon Bay Reimb - Parks	-	53,110	53,110
Parks & Rec Professional Svcs	-	38,019	38,019
Total Operations	453,817	92,398	546,215
Administration			
Auditing	206	69	275
Copier lease	568	189	757
Directors' Compensation	2,328	713	3,040
Education & Travel Reimb	2,100	700	2,800
Employee Compensation	69,746	23,200	92,946
Engineering Services	4,368	-	4,368
Insurance	1,022	341	1,363
Legal Services	9,060	4,678	13,738
Office Lease	12,625	2,525	15,150
Office Maintenance & Repairs	590	197	787
Other Property Maint.	958	1,550	2,508
Office Supplies	962	306	1,268
Professional Services	26,844	7,715	34,558
Publications & Notices	1,008	-	1,008
Utilities	2,929	394	3,324
Video Taping	900	300	1,200
Computers	2,220	740	2,960
Miscellaneous	2,454	815	3,268
Bank Service Charges	110	28	138
Park Related Misc Expenses	-	5,444	5,444
Total Administration	140,998	49,903	190,900

(Continued on next page)

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

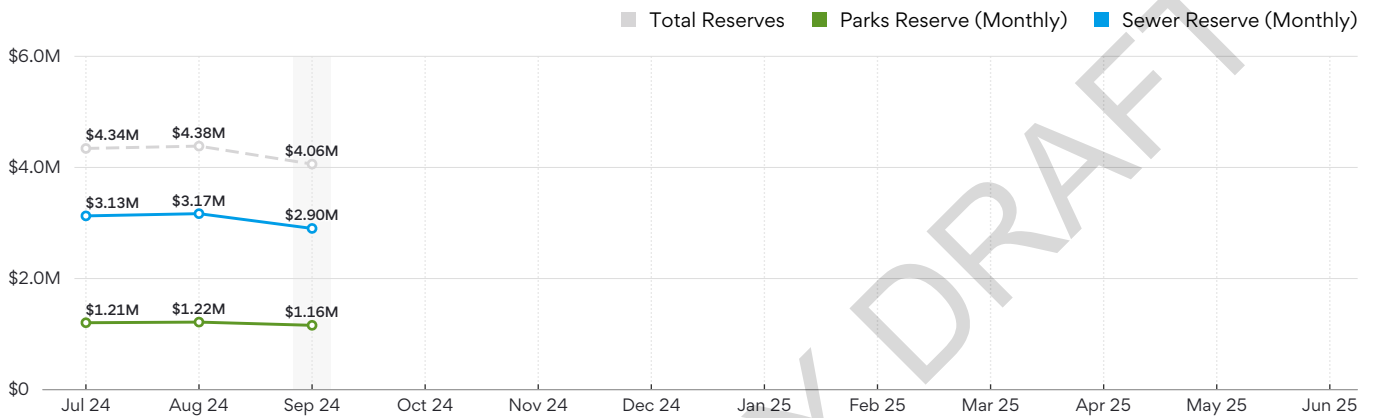
Capital Projects				
Infrastructure Repairs	142,800	-		142,800
SSMP Costs	4,963	-		4,963
6-yr CIP Phase 2	73	-		73
Total Capital Projects	147,835	-		147,835
Total Expenses	742,650	142,300		884,950
Change in Net Position	\$ (653,283)	\$ (84,169)	\$	(737,452)

PRELIMINARY DRAFT

**Granada Community Services District
 Budgetary Reserve Balance Roll-Forward Schedule (Unaudited)
 For the Three Months Ended September 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



Sewer Reserves (\$)	2024/2025 (YTD)
Beginning Sewer Reserve	3,273,516
Change in Sewer Reserve	(371,461)
Ending Sewer Reserve	2,902,055

Parks & Recreation Reserves (\$)	2024/2025 (YTD)
Beginning Parks Reserve	1,206,127
Change in Parks Reserve	(47,859)
Ending Parks Reserve	1,158,268

Total Cash Reserves (\$)	2024/2025 (YTD)
Ending Reserves	4,060,323

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: October 12, 2024 to November 14, 2024
 To: Board of Directors
 From: Hope Atmore, Assistant General Manager
 Date: November 21, 2024

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

Date	Requestor	Documents Requested	Response
10/06/24	J. Brayer	Budgets for the community center acquisition, Burnham Park projects, and memos about GCSD's authority to build the community center.	Completed 10/21/24

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

Shaded items were previously reported.

PERMITS ISSUED

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
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

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

Shaded items were previously reported.

SPECIAL NOTES:

Staff presented briefly on Inflow and Infiltration at the El Granada CERT meeting on November 6 during their dicussion on storm readiness. That information along with FOG (fats, oils, grease) is being shared on social media as we move into the holiday and rainy seasons.

Granada Community Services District
FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Bylaws/Policies Updates	Staff	December	
2	Ad Hoc Committee for preschool issue	Board	January	
3	Asset capitalization policy	Staff	January	
4	SSC Rate Study Presentation	Staff	March	Bartle Wells to present
5	Expansion of Powers under CSD Law	Board	TBD	
6	IS/MND	Board	TBD	