



## GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, April 18, 2024

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

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

Zoom information below:

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

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

#### **ROLL CALL**

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

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

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

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

### **GENERAL PUBLIC PARTICIPATION**

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

### **REGULAR MEETING AGENDA**

	<b><u>Page</u></b>
<b>1. Parks and Recreation Activities.</b>	
a. Report on Granada Community Park and Recreation Center.	
b. Report on planned Recreation Program Events.	<b>4</b>
<b>2. Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2024/25.</b>	<b>5</b>
<b>Recommendation:</b> To be made by the Board.	
<b>3. Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2024/25.</b>	
<b>Recommendation:</b> To be made by the Board.	<b>36</b>
<b>4. Engineer's Report.</b>	<b>42</b>
<b>5. Report on Sewer Authority Mid-Coastside Meetings.</b>	<b>44</b>

### **CONSENT AGENDA**

<b>6. March 21 Regular Meeting Minutes.</b>	<b>65</b>
<b>7. April 2024 Warrants.</b>	<b>68</b>
<b>8. February 2024 Financial Statements.</b>	<b>69</b>

### **COMMITTEE REPORTS**

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

### **INFORMATION CALENDAR**

<b>10. Attorney's Report. (Parkin)</b>	
<b>11. General Manager's Report. (Duffy)</b>	
<b>12. Administrative Staff Report. (Atmore)</b>	<b>76</b>
<b>13. Future Agenda Items.</b>	<b>78</b>

**ADJOURN REGULAR MEETING**

At the conclusion of the March 21, 2024 Regular Meeting:

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2024-01

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

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



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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

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### Past events:

- Egg Hunt & Dog Costume Contest – huge success!



### Future events:

- Harbor Walk 4/14
- Recology Recycling Day 4/20
- Earth Day Event 4/20
- Nature Walk 5/18



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Sewer Authority Mid-Coastside General Budget for Fiscal Year 2024/25  
Date: April 18, 2024

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At their April 8<sup>th</sup> Board meeting, the SAM Board approved the circulation of the SAM FY 2024/25 General Budget for approval by the member agencies.

Discounting the Infrastructure line item (which fluctuates from year to year depending on SAM projects), the SAM General Budget increased from \$5,546,608 last year to \$6,375,074 for this coming FY 2024/25. This represents an increase of \$828,466 or 15% year over year.



**General Budget  
Fiscal Year 2024/25**

# OPERATIONS BUDGET



## EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

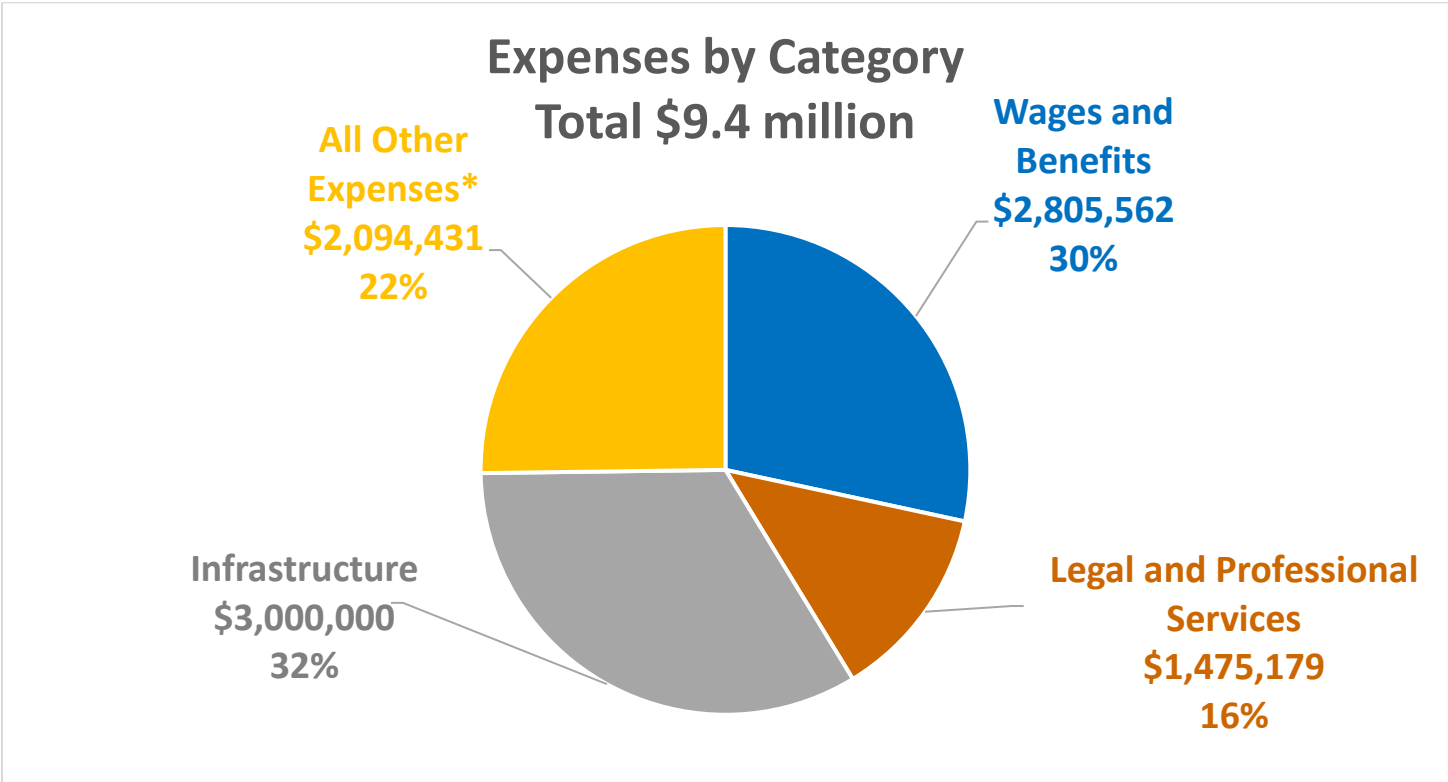
### JPA Income & Expenses – General Budget

<b>Operating Income</b>		
Assessments - City of Half Moon Bay	5,642,255	
Assessments - Granada Community Services District	1,766,336	
Assessments - Montara Water & Sanitary District	1,868,382	
Interest Income	51,500	
NDWSCP Fees	46,700	
<b>Total Operating Income</b>		<b>\$ 9,375,173</b>
<b>Operating Expenses</b>		
Wages	2,052,524	
Benefits	753,038	
Legal Services	376,666	
Engineering Services	132,613	
Professional & Technical Services	965,901	
Professional Memberships	57,144	
Insurance Premiums	223,792	
Miscellaneous Expenses	71,313	
Utilities	775,799	
Travel & Training	37,058	
Equipment Rental/Lease	42,427	
Building & Maintenance Services	210,595	
Chemicals	424,478	
Permits & Licenses	53,331	
Supplies	106,360	

Equipment	12,134	
Infrastructure Projects	3,000,000	
Claims & Penalties	80,000	
<b>Total Expenses</b>		\$ 9,375,173
<b>Total Operating Expenses (less Infrastructure)</b>		\$ 6,375,173
<b>Contribution to Reserve Funds (Revenues less Expenses)</b>		\$ 0

The overall increase from the adopted budget for Fiscal Year 2023/24 to the proposed budget for Fiscal Year 2024/25 is \$610,554 (7%). This is primarily due to an increase in budget related to wages, professional services, and insurance premiums.

Of the total General Budget, \$2.81 million (30%) is for wages and benefits. The cost of infrastructure improvements is \$3.0 million (32%). Legal, Engineering and Professional Services is \$1.48 million (16%) and accounts for a significant percentage of the budget due to SAM’s dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 22% of the budget.



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.



## Division Budgets by Fiscal Year

	<b>FY 2021/22 <u>Actual</u></b>	<b>FY 2022/23 <u>Actual</u></b>	<b>FY 2023/24 <u>Adopted</u></b>	<b>FY 2024/25 <u>Proposed</u></b>	<b>\$ <u>Change</u></b>	<b>% <u>Change</u></b>
<b>Administration</b>	<b>\$1,465,910</b>	<b>\$1,444,707</b>	<b>\$1,582,520</b>	<b>\$1,890,712</b>	<b>\$308,192</b>	<b>16%</b>
<b>Treatment</b>	<b>\$3,662,645</b>	<b>\$3,933,256</b>	<b>\$3,885,111</b>	<b>\$4,232,565</b>	<b>\$347,454</b>	<b>8%</b>
<b>Environmental Compliance</b>	<b><u>\$308,206</u></b>	<b><u>\$166,946</u></b>	<b><u>\$237,396</u></b>	<b><u>\$251,896</u></b>	<b><u>\$14,500</u></b>	<b><u>6%</u></b>
<b>Total Operating Budget</b>	<b>\$5,436,761</b>	<b>\$5,544,909</b>	<b>\$5,705,027</b>	<b>\$6,375,173</b>	<b>\$670,146</b>	<b>15%</b>
<b>Infrastructure</b>	<b><u>\$1,412,419</u></b>	<b><u>\$4,656,907</u></b>	<b><u>\$3,059,592</u></b>	<b><u>\$3,000,000</u></b>	<b><u>\$(59,592)</u></b>	<b><u>(2%)</u></b>
<b>Total General Budget</b>	<b>\$6,849,180</b>	<b>\$10,201,816</b>	<b>\$8,764,619</b>	<b>\$9,375,173</b>	<b>\$610,554</b>	<b>7%</b>

The Administrative Services division increased \$308,192 (16%). The net increase is a result from COLA increase of 3% and related merit increase. The Authority also approved a long term agreement with General Counsel which established a three year not to exceed amount.

The Treatment division increased \$347,454 (8%), which is due to the known COLA increase of 3% as well as budgeting for the unknown portion of labor negotiations with Local No. 39 and an increase in professional services and chemicals. Other costs have decreased over the prior year.

The Environmental Compliance division budget increased \$14,500 (6%) primarily due to projected increase in personnel costs.

The Infrastructure division decreased \$59,592 to address various projects in the Authority Capital Improvement Plan.

### **BUDGET ALLOCATION AND ASSESSMENTS**

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

#### **Flow Results for Budget Allocations\***

	<b>HMB</b>	<b>GCSD</b>	<b>MWSD</b>	
<b>FY 2024/25</b>	60.82%	19.04%	20.14%	(Based on Calendar Year 2023)
<b>FY 2022/23</b>	<u>61.5%</u>	<u>19.05%</u>	<u>19.45%</u>	(Based on Calendar Year 2022)
<b>Variance</b>	-0.68%	-0.01%	0.69%	

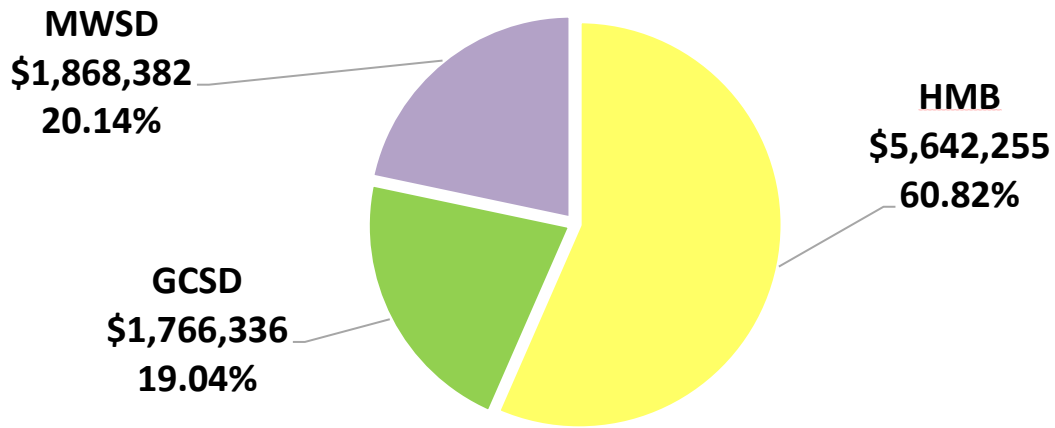
\* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

**Total Assessments for Each Member Agency\***

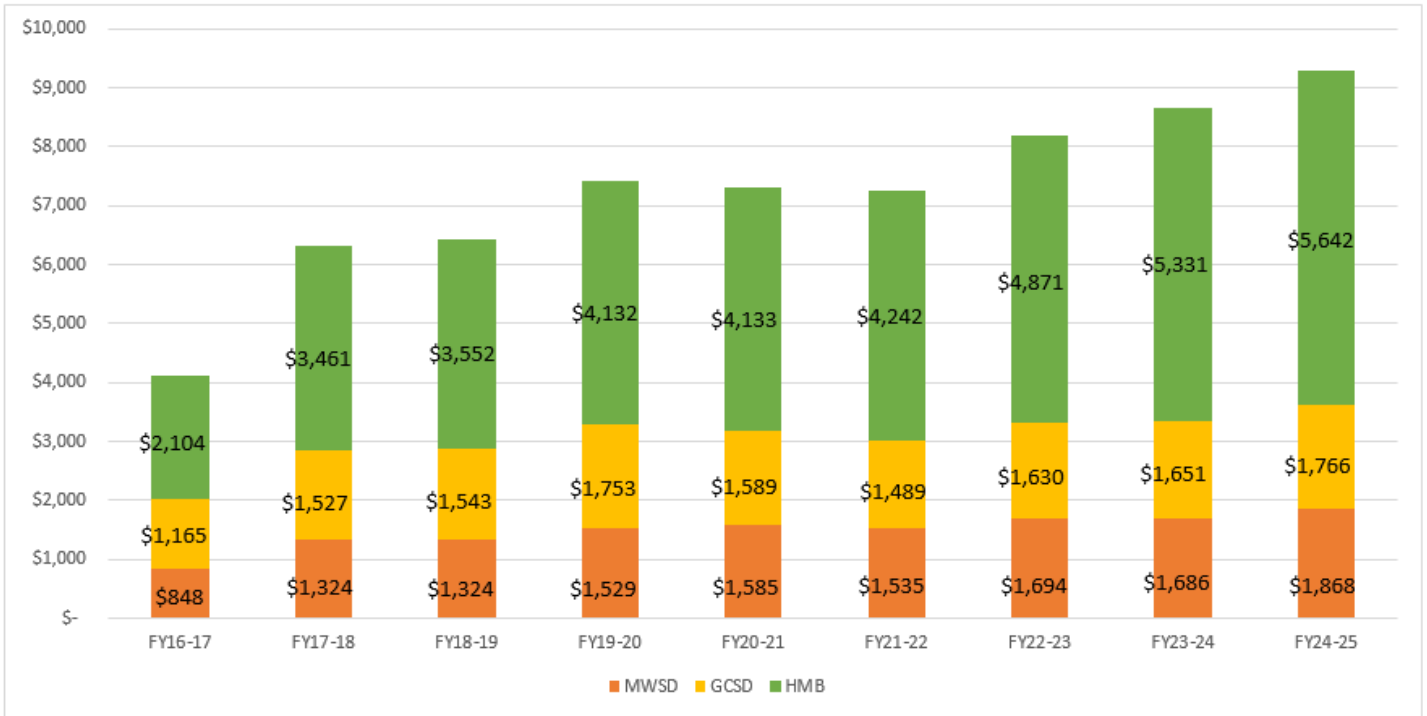
	<b>FY 2021/22 <u>Actual</u></b>	<b>FY 2022/23 <u>Adopted</u></b>	<b>FY 2023/24 <u>Adopted</u></b>	<b>FY 2024/25 <u>Proposed</u></b>	<b>\$ <u>Change</u></b>	<b>% <u>Change</u></b>
<b>Half Moon Bay</b>	\$4,241,911	\$4,871,480	\$5,331,606	\$5,642,255	\$310,648	6%
<b>Granada CSD</b>	\$1,489,027	\$1,630,110	\$1,651,497	\$1,766,336	\$114,838	7%
<b>Montara WSD</b>	\$1,532,608	\$1,694,036	\$1,686,175	\$1,868,382	\$182,207	11%
<b>Total</b>	<b>\$7,307,067</b>	<b>\$8,195,626</b>	<b>\$8,669,279</b>	<b>\$9,276,973</b>	<b>\$607,694</b>	<b>7%</b>

\* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2024-25  
Based on Calendar Year 2023 Flow**



### Assessments History by Agency (in 1,000's)



## OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
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### EXPENDITURES

Favorable/(Unfavorable)

Personnel						
1	Wages	1,653,795	1,718,216	1,691,787	1,917,813	199,597 10%
2	Premium Pay	117,204	104,482	133,940	134,711	30,229 22%
3	Health Benefits	262,979	289,472	250,777	266,521	(22,951) (9%)
4	Retirement Cont.	177,268	282,760	332,285	316,205	33,445 11%
5	Retiree Med/OPEB	53,147	33,057	43,579	47,946	14,889 31%
6	Misc. Benefits	114,072	90,469	103,196	122,366	31,897 26%
7	Subtotal	2,378,464	2,518,457	2,555,565	2,805,562	287,105 10%
Non-Personnel						
8	Legal Services	187,258	356,666	146,841	376,666	20,000 5%
9	Engineering Services	108,381	128,750	156,264	132,613	3,863 3%
10	Professional Services	893,667	740,714	956,654	965,901	225,187 23%
11	Prof. Memberships	55,464	57,421	72,461	57,144	(277) (0%)
12	Insurance Premiums	180,181	112,053	217,274	223,792	111,740 50%
13	Misc. Expenses	70,707	58,556	79,847	71,313	12,757 18%
14	Utilities	738,103	707,831	753,777	775,799	67,968 9%
15	Travel & Training	39,956	16,397	43,276	37,058	20,661 56%
16	Equipment Rental	9,845	7,281	41,436	42,427	35,146 83%
17	Bldg & Maint Services	122,327	187,890	126,098	210,595	22,705 11%
18	Chemicals	384,077	412,114	564,997	424,478	12,363 3%
19	Permits & Licenses	49,257	51,777	56,246	53,331	1,553 3%
20	Supplies	104,555	101,018	99,914	106,360	5,342 5%
21	Equipment	14,670	9,343	31,103	12,134	2,791 23%
22	Infrastructure	4,784,145	3,218,011	2,843,377	3,000,000	(218,011) (7%)
23	Claims/Penalties	80,759	80,340	18,706	80,000	(340) (0%)
25	Subtotal	7,823,352	6,246,162	6,208,270	6,569,611	323,448 5%
<b>26</b>	<b>TOTAL</b>	<b>10,201,815</b>	<b>8,764,619</b>	<b>8,763,835</b>	<b>9,375,173</b>	<b>610,554 7%</b>

### Key Changes

Personnel costs: net increase due COLA and merit increases and labor negotiations	\$ 287,105
Legal Services:	\$ 20,000
Professional services: Increase due to estimates based on Year-to-Date Actuals	\$ 229,049
Claims/Penalties	\$ (340)
Utilities:	\$ 67,968
Equipment Rental:	\$ 35,146
Chemicals: Based on Year-to-Date Actuals	\$ 12,363
Insurance Premiums:	\$ 111,740
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ 65,534
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 828,565</b>
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	\$ (218,011)
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 610,554</b>

	FY 2022/2023	FY 2023/2024	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	8,195,626	8,669,279	8,669,279	9,276,973	607,694	7%
28 NDWSCP Fees	32,810	45,340	64,297	46,700	1,360	3%
31 Interest Earnings	61,567	50,000	-	51,500	1,500	3%
32 Misc. Revenue	-	-	-	-	-	
<b>34 REVENUE TOTAL</b>	<b>8,290,003</b>	<b>8,764,619</b>	<b>8,733,576</b>	<b>9,375,173</b>	<b>610,554</b>	<b>7%</b>
<b>By Agency:</b>						
35 Half Moon Bay	4,871,480	5,331,606	5,331,606	5,642,255	310,648	6%
36 Granada CSD	1,630,110	1,651,497	1,651,497	1,766,336	114,838	7%
37 Montara WSD	1,694,036	1,686,175	1,686,175	1,868,382	182,207	11%
<b>38 TOTAL</b>	<b>8,195,626</b>	<b>8,669,279</b>	<b>8,669,279</b>	<b>9,276,973</b>	<b>607,694</b>	<b>7%</b>

**Key Changes**

Assessments reflect increased funding for infrastructure projects, maintenance, staff

	\$ 610,554
<b>TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE</b>	<u>\$ 610,554</u>

## FINANCIAL DETAILS

The following is a list of key budget lines for FY2023/24 and 2024/25 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

<u>Budget Line #</u>	<u>FY 2023/24</u>	<u>FY 2024/25</u>
1. <u>Wages</u> Increase as results of COLA & Merit increase and expected increase from labor negotiations.	\$1,718,216	\$1,917,813
2. <u>Premium Pay</u> Overtime paid for staff to perform tasks outside of normal work times.	\$104,482	\$134,711
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$289,472	\$266,521
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	\$282,760	\$316,205
5. <u>Retiree Medical/OPEB</u> Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$33,057	\$47,946
6. <u>Misc. Benefits</u> Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$90,740	\$122,366
7. <b>Personnel Subtotal</b> Subtotal of all wage and benefit costs.	<b>\$2,518,457</b>	<b>\$2,805,562</b>
8. <u>Legal Services</u> Includes general counsel and employment legal fees	\$356,666	\$376,666
9. Engineering Services Increased to provide design and project management related to treatment division.	\$128,750	\$132,613

Budget Line #	FY 2023/24	FY 2024/25
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$740,714	\$965,901
11. <u>Professional Memberships</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$57,421	\$57,144
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$112,053	\$223,792
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$58,556	\$71,313
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$707,831	\$775,799
15. <u>Travel &amp; Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$16,397	\$37,058
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$7,281	\$42,427
17. <u>Building &amp; Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$187,890	\$210,595
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$412,114	\$424,478

Budget Line #	FY 2023/24	FY 2024/25
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$51,777	\$53,331
20. Supplies Office, computer, breakroom, and safety supplies.	\$101,018	\$106,360
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$9,343	\$12,134
22. Infrastructure Projects Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$3,218,011	\$3,000,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$80,340	\$80,000
25. <b>Non-Personnel Subtotal</b> Subtotal of all costs not associated with wages and benefits.	<b>\$6,246,162</b>	<b>\$6,569,611</b>
26. <b>Total</b> Total of all costs (sum of Personnel and Non-Personnel subtotals).	<b>\$8,764,619</b>	<b>\$9,375,173</b>



## ADMINISTRATIVE SERVICES

### By Category

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	<b>VARIANCE</b> FY24/25 versus FY23/24
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### EXPENDITURES

Favorable/(Unfavorable)

<u>Personnel</u>						
1 Wages	631,580	587,126	618,398	605,638	18,511	3%
2 Premium Pay	11,184	5,815	15,337	13,169	7,354	56%
3 Health Benefits	65,254	62,308	59,240	52,918	(9,390)	(18%)
4 Retirement Cont.	(126,391)	60,158	100,162	83,976	23,818	28%
5 Retiree Med/OPEB	46,098	16,728	17,357	16,500	(228)	(1%)
6 Misc. Benefits	27,860	18,642	23,966	24,896	6,254	25%
7 Subtotal	655,585	750,777	834,460	797,097	46,319	6%
<u>Non-Personnel</u>						
8 Legal Services	187,258	356,666	146,841	376,666	20,000	5%
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	227,844	192,280	250,966	220,009	27,729	13%
11 Prof. Memberships	45,300	43,009	60,083	44,300	1,290	3%
12 Insurance Premiums	180,181	112,053	217,274	223,792	111,740	50%
13 Misc. Expenses	52,209	40,132	59,763	51,336	11,204	22%
14 Utilities	39,055	38,624	40,155	40,516	1,892	5%
15 Travel & Training	3,932	3,191	5,123	5,081	1,889	37%
16 Equipment Rental	7,668	7,281	7,526	7,500	218	3%
17 Bldg & Maint Services	31,982	29,112	31,905	102,053	72,941	71%
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	10,739	9,394	15,816	9,851	457	5%
21 Equipment	2,195	-	22,438	2,511	2,511	100%
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	759	-	18,706	10,000	10,000	100%
25 Subtotal	789,122	831,743	876,596	1,093,615	261,872	24%
<b>26 TOTAL</b>	<b>1,444,707</b>	<b>1,582,520</b>	<b>1,711,057</b>	<b>1,890,712</b>	<b>308,192</b>	<b>16%</b>

## ADMINISTRATIVE SERVICES

### By Category

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	1,319,194	1,532,520	1,532,520	1,890,712	358,192	19%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	61,567	-	-	-	-	-
32 Misc. Revenue	-	50,000	-	-	(50,000)	
<b>34 REVENUE TOTAL</b>	<b>1,380,761</b>	<b>1,582,520</b>	<b>1,532,520</b>	<b>1,890,712</b>	<b>308,192</b>	<b>16%</b>
<b>By Agency:</b>						
35 Half Moon Bay	784,129	942,500	942,500	1,149,931	207,431	18%
36 Granada CSD	262,388	291,945	291,945	359,992	68,046	19%
37 Montara WSD	272,677	298,075	298,075	380,789	82,714	28%
<b>38 TOTAL</b>	<b>1,319,194</b>	<b>1,532,520</b>	<b>1,532,520</b>	<b>1,890,712</b>	<b>358,192</b>	<b>19%</b>

**Key Changes**

Personnel costs: net increase due COLA and merit increases. Amount also includes Board stipend and Holiday pay which had been omitted in previous years.

Legal Services	\$ 20,000
Professional Services	\$ 27,729
Insurance Premiums: Decreased based on year-to-date actuals	\$ 111,740
Claims/Penalties	\$ 10,000
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$ 5,909
<b>TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE</b>	<b>\$ 243,326</b>

**Key Changes**

Assessments reflect net increase in budget for wages, benefits, and other expenses

<b>TOTAL ADMINISTRATION REVENUE BUDGET INCREASE</b>	<b>\$ 358,192</b>
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## TREATMENT By Category

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
<b>EXPENDITURES</b>					Favorable/(Unfavorable)
<u>Personnel</u>					
1 Wages	983,622	1,092,399	1,034,657	1,268,300	175,901 14%
2 Premium Pay	104,119	96,746	116,726	119,550	22,804 19%
3 Health Benefits	192,107	221,245	186,164	207,742	(13,503) (7%)
4 Retirement Cont.	286,219	209,980	203,657	210,925	945 0%
5 Retiree Med/OPEB	6,808	15,743	25,609	30,785	15,042 49%
6 Misc. Benefits	83,519	69,336	76,897	94,173	24,837 26%
7 Subtotal	1,656,396	1,705,450	1,643,710	1,931,475	226,026 12%
<u>Non-Personnel</u>					
8 Legal Services	-	-	-	-	- -
9 Engineering Services	108,381	128,750	156,264	132,613	3,863 3%
10 Professional Services	591,333	398,434	583,514	590,836	192,402 33%
11 Prof. Memberships	10,164	14,412	12,378	12,844	(1,568) (12%)
12 Insurance Premiums	-	-	-	-	- -
13 Misc. Expenses	18,498	18,424	20,084	19,977	1,553 8%
14 Utilities	699,048	669,206	713,622	735,283	66,076 9%
15 Travel & Training	35,694	13,010	37,686	31,496	18,486 59%
16 Equipment Rental	2,177	-	33,910	34,928	34,928 100%
17 Bldg & Maint Services	90,345	158,778	94,193	108,542	(50,237) (46%)
18 Chemicals	381,518	409,027	560,454	421,298	12,271 3%
19 Permits & Licenses	49,257	51,777	56,246	53,331	1,553 3%
20 Supplies	77,712	77,981	61,474	80,320	2,339 3%
21 Equipment	12,475	9,343	8,665	9,623	280 3%
22 Infrastructure	120,258	150,179	244,696	0	(150,179) (100%)
23 Claims/Penalties	80,000	80,340	-	70,000	(10,340) (15%)
25 Subtotal	2,276,860	2,179,661	2,583,184	2,301,089	121,428 5%
<b>26 TOTAL</b>	<b>3,933,256</b>	<b>3,885,111</b>	<b>4,226,894</b>	<b>4,232,565</b>	<b>347,454 8%</b>

### Key Changes

Personnel costs: net increase due COLA and merit increases and anticipated labor negotiation increase.	\$ 226,026
Utilities	\$ 66,076
Professional Services	\$ 192,402
Equipment Rental	\$ 34,928
Chemicals	\$ 12,271
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	\$(184,249)
<b>TOTAL TREATMENT EXPENDITURES BUDGET INCREASE</b>	<b>\$ 347,454</b>

**TREATMENT  
By Category**

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	<b>VARIANCE FY24/25 versus FY23/24</b>	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	3,617,405	3,839,771	3,839,771	4,232,565	392,794	9%
28 NDWSCP Fees	32,810	-	64,297	-	-	-
31 Interest Earnings	-	45,340	-	-	(45,340)	(100%)
32 Misc. Revenue	-	-	-	-	-	
<b>34 REVENUE TOTAL</b>	<b>3,650,215</b>	<b>3,885,111</b>	<b>3,904,068</b>	<b>4,232,565</b>	<b>347,454</b>	<b>8%</b>
<b>By Agency:</b>						
35 Half Moon Bay	2,150,185	2,361,459	2,361,459	2,574,246	212,787	8%
36 Granada CSD	719,502	731,476	731,476	805,880	74,404	9%
37 Montara WSD	747,718	746,835	746,835	852,439	105,603	14%
<b>38 TOTAL</b>	<b>3,617,405</b>	<b>3,839,771</b>	<b>3,839,771</b>	<b>4,232,565</b>	<b>392,794</b>	<b>9%</b>

**Key Changes**

Assessments reflect net increased funding for wages, benefits, and other expenses	<u>\$ 392,794</u>
<b>TOTAL TREATMENT REVENUE BUDGET INCREASE</b>	<b>\$ 392,794</b>

## ENVIRONMENTAL COMPLIANCE By Category

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED		VARIANCE FY24/25 versus FY23/24
<b>EXPENDITURES</b>						
<u>Personnel</u>						Favorable/(Unfavorable)
1 Wages	38,592	38,690	38,732	43,875	5,185	12%
2 Premium Pay	1,900	1,922	1,877	1,992	70	4%
3 Health Benefits	5,617	5,919	5,373	5,861	(58)	(1%)
4 Retirement Cont.	17,440	12,622	28,466	21,304	8,682	41%
5 Retiree Med/OPEB	241	586	614	661	75	11%
6 Misc. Benefits	2,693	2,491	2,333	3,297	806	24%
7 Subtotal	66,484	62,230	77,394	76,990	14,760	19%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	74,489	150,000	122,175	155,056	5,056	3%
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-	-
14 Utilities	-	-	-	-	-	-
15 Travel & Training	330	196	468	481	286	59%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
18 Chemicals	2,559	3,087	4,543	3,180	93	3%
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	16,103	13,643	22,624	16,189	2,546	16%
21 Equipment	-	-	-	-	-	-
22 Infrastructure	6,980	8,240	-	-	(8,240)	-
23 Claims/Penalties	-	-	-	-	-	-
25 Subtotal	100,462	175,166	149,809	174,906	(260)	(0%)
<b>26 TOTAL</b>	<b>166,946</b>	<b>237,396</b>	<b>227,203</b>	<b>251,896</b>	<b>14,500</b>	<b>6%</b>

### Key Changes

Personnel costs: net increase due COLA and merit increases and anticipated labor negotiation increase.

Personnel costs: net increase due COLA and merit increases and anticipated labor negotiation increase.	\$ 14,760
Professional services: increase based on year-to-date actual	\$ 5,056
Net increase in wages, utilities, services, and supplies	\$ (5,576)
<b>TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET</b>	<b>\$ 14,500</b>

## ENVIRONMENTAL COMPLIANCE By Category

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	249,630	237,396	237,396	251,896	14,500	6%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>249,630</b>	<b>237,396</b>	<b>237,396</b>	<b>251,896</b>	<b>14,500</b>	<b>6%</b>
<b>By Agency:</b>						
35 Half Moon Bay	148,380	145,998	145,998	153,203	7,205	5%
36 Granada CSD	49,651	45,224	45,224	47,961	2,737	6%
37 Montara WSD	51,599	46,173	46,173	50,732	4,558	10%
<b>38 TOTAL</b>	<b>249,630</b>	<b>237,396</b>	<b>237,396</b>	<b>251,896</b>	<b>14,500</b>	<b>6%</b>

### Key Changes

Assessments reflect net decreased funding for wages, benefits, and other expenses

	\$ 14,500
<b>TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE</b>	<b>\$ 14,500</b>

# INFRASTRUCTURE

## By Category

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24
<b>EXPENDITURES</b>					
<u>Personnel</u>					Favorable/(Unfavorable)
1 Wages		-	-	-	-
2 Premium Pay		-	-	-	-
3 Health Benefits		-	-	-	-
4 Retirement Cont.		-	-	-	-
5 Retiree Med/OPEB		-	-	-	-
6 Misc. Benefits		-	-	-	-
7 Subtotal	-	-	-	-	-
<u>Non-Personnel</u>					
8 Legal Services		-	-	-	-
9 Engineering Services		-	-	-	-
10 Professional Services		-	-	-	-
11 Prof. Memberships		-	-	-	-
12 Insurance Premiums		-	-	-	-
13 Misc. Expenses		-	-	-	-
14 Utilities		-	-	-	-
15 Travel & Training		-	-	-	-
16 Equipment Rental		-	-	-	-
17 Bldg & Maint Services		-	-	-	-
18 Chemicals		-	-	-	-
19 Permits & Licenses		-	-	-	-
20 Supplies		-	-	-	-
21 Equipment		-	-	-	-
22 Infrastructure	4,656,907	3,059,592	2,598,681	3,000,000	(59,592) (2%)
23 Claims/Penalties		-	-	-	-
25 Subtotal	4,656,907	3,059,592	2,598,681	3,000,000	(59,592) (2%)
<b>26 TOTAL</b>	<b>4,656,907</b>	<b>3,059,592</b>	<b>2,598,681</b>	<b>3,000,000</b>	<b>(59,592) (2%)</b>

### Key Changes

Increased to address the projects identified in the approved  
FY2024-25 capital improvement plan budget, including engineering costs

**TOTAL INFRASTRUCTURE EXPENDITURES BUDGET INCREASE      \$ (59,592)**

**INFRASTRUCTURE  
By Category**

	FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	3,009,397	3,059,592	3,059,592	3,000,000	(59,592)	(2%)
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>3,009,397</b>	<b>3,059,592</b>	<b>3,059,592</b>	<b>3,000,000</b>	<b>(59,592)</b>	<b>(2%)</b>
<b>By Agency:</b>						
35 Half Moon Bay	1,788,786	1,881,649	1,881,649	1,824,600	(57,049)	(3%)
36 Granada CSD	598,569	582,852	582,852	571,200	(11,652)	(2%)
37 Montara WSD	622,042	595,091	595,091	604,200	9,109	2%
<b>38 TOTAL</b>	<b>3,009,397</b>	<b>3,059,592</b>	<b>3,059,592</b>	<b>3,000,000</b>	<b>(59,592)</b>	<b>(2%)</b>

**Key Changes**

Increased to address the projects identified in the approved  
FY2024-25 capital improvement plan budget, including engineering costs

**TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE**      \$ (59,592)



## HIGHLIGHTS

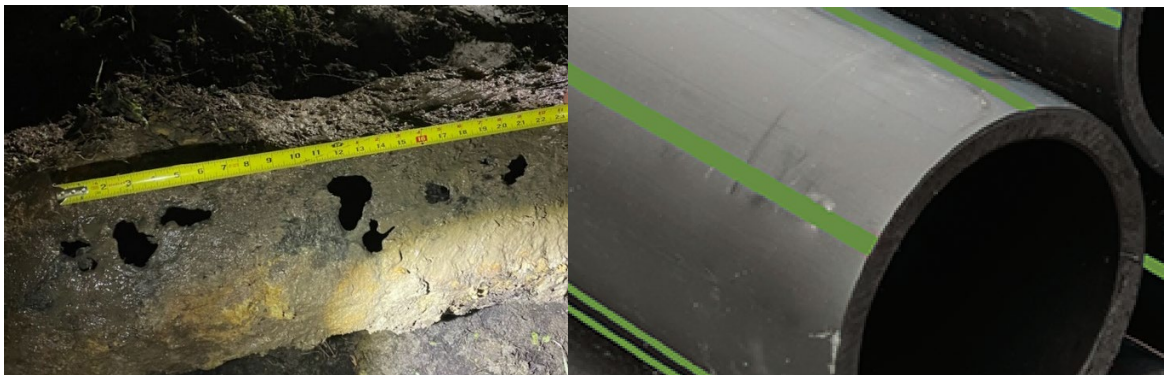
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- Infrastructure Projects in progress in FY 2021/22:
  - ✓ Montara PS - Replace Pump 1- Awaiting Install
  - ✓ Montara PS - Install Grit Removal- Project cancelled.
  - ✓ Rehabilitate/Replace Vehicle Fleet- In progress.
  - ✓ Portola PS - Replace Pump 1 with Grinder Pump- Awaiting shipment.
  - ✓ Replace Bar Screen Drives and Screens- Project completed.
  - ✓ Replace Influent Pump and Motors 1 – 5- Project completed.
  - ✓ Electrical Improvements for Influent Pumps 1 – 8 Project completed.
  - ✓ Install Shade Canopy at Chemical Feed Pumps- Awaiting equipment.
  - ✓ Replace Effluent Pumps 1 and 2- Awaiting install.
  - ✓ Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps- Awaiting install.
  
- Infrastructure Projects in progress in FY 2022/23:
  - ✓ Princeton PS - Replace w/Package PS and Rehabilitate Bypass System- In progress.
  - ✓ Replace Effluent Pumps 1, 2 & 3- Awaiting Install
  - ✓ Plant and Cyber Security Measures Implementation- In progress.
  - ✓ Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier- Awaiting Equipment
  - ✓ Replace Primary Scum Pump and Motor- Project cancelled.
  - ✓ Replace Grit Pumps 1 & 2 and Appurtenances- Awaiting Equipment
  - ✓ Replace Primary Sludge Pumps and Motors 1, 2 & 3- Awaiting Equipment
  - ✓ Secondary Treatment - Replace/Rehabilitate Secondary Clarifier Drive Mechanism- Awaiting Equipment
  - ✓ Water Supply and Piping - Replace No. 3 Water Pumps- Awaiting Install
  
- Infrastructure Projects in progress in FY 2023/24:
  - ✓ SAM Force Main situated in Montara pre-design- Project on hold due to funding.
  - ✓ Replace /Rehab Treatment Plant Boilers- Awaiting Equipment
  - ✓ Replace treatment Plant Emergency Generator- In progress.

Project: **Rehabilitation of SAM Force Main situated in Montara**  
 Priority: Rehabilitation/Replacement/Safety

The SAM Force Main situated in Montara Rehabilitation (SMFM) Project addresses aging, at-risk pipeline within the Intertie Pipeline System. The SMFM conveys wastewater from the Montara and Moss Beach communities to SAM’s Wastewater Treatment Plant in Half Moon Bay. The MFM is approximately 16,750 feet in length, ranging from 12 to 14-inches in diameter and was constructed of ductile iron pipe (DIP) in the early 1980s.

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the SMFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the SMFM project before June 30, 2026.



**CIP Total Cost:** \$10,000,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging force main to mitigate sanitary sewer overflows, human health risks, environmental damages, and other regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2024/25	FY2025/26			
	3.0M	7.0M			

## Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<b><u>Administrative Services:</u></b>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<b><u>Operations &amp; Maintenance:</u></b>	
<i>Engineering &amp; Construction Contracts Manager (Defunded)</i>	0.0
Plant Superintendent	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	2.0
Lead Operator	4.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<b><u>Environmental Compliance:</u></b>	
Plant Superintendent	.25
<b>Total Authorized – General Budget</b>	<b>13.0</b>
<b><u>Collection Services:</u></b>	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	<u>1.0</u>
<b>Total Authorized – Collections Services</b>	<b>4.0</b>
 <b>Grand Total Authorized Authority</b>	 <b>17.0</b>



**SEWER AUTHORITY MID-COASTSIDE**  
**Staff Report**

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**BY:** Kishen Prathivadi, General Manager

**SUBJECT:** **Discuss Proposed General Budget for FY 2024/25 and Authorize the General Manager to Submit it to Member Agencies for Approval.**

**Executive Summary**

The purpose of this report is to discuss the proposed General Budget for FY 2024/25 and authorize the General Manager to submit it to Member Agencies for approval.

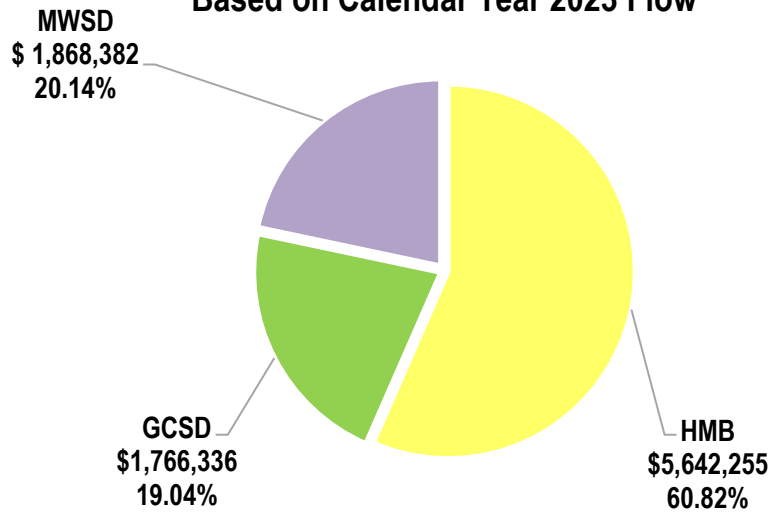
**Fiscal Impact**

The operation and maintenance expenditure budget for FY 2024/25 is \$9.4 million, including infrastructure project expenses. This is an *overall increase* of \$610,554 from the FY 2023/24 adopted budget. The impact to the member agency assessments is:

**Assessments for Each Member Agency**

	<b>FY 2021/22 ACTUAL</b>	<b>FY 2022/23 ACTUAL</b>	<b>FY 2023/24 ADOPTED</b>	<b>FY 2024/25 PROPOSED</b>	<b>CHANGE FROM FY 23/24 ADOPTED</b>
<b>Half Moon Bay</b>	\$4,241,911	\$4,871,480	\$5,331,606	\$5,642,255	\$310,648 6%
<b>Granada CSD</b>	\$1,489,027	\$1,630,110	\$1,651,497	\$1,766,336	\$114,838 7%
<b>Montara WSD</b>	\$1,532,608	\$1,694,036	\$1,686,175	\$1,868,382	\$182,207 11%
	<b>\$7,263,546</b>	<b>\$8,195,626</b>	<b>\$8,669,279</b>	<b>\$9,276,973</b>	<b>\$607,694 7%</b>

**Assessments for FY 2024/25  
Based on Calendar Year 2023 Flow**



**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: “*Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.*”

**Background and Discussion/Report**

The General Budget includes all operation and maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2024/25 adopted budget.

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 14 positions:
  - 8 employees are scheduled for a step increase.
  - 7 employees are currently at the top step.
  - One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 3% CPI unless specific adjustment was deemed necessary based on actual experience or known factors.

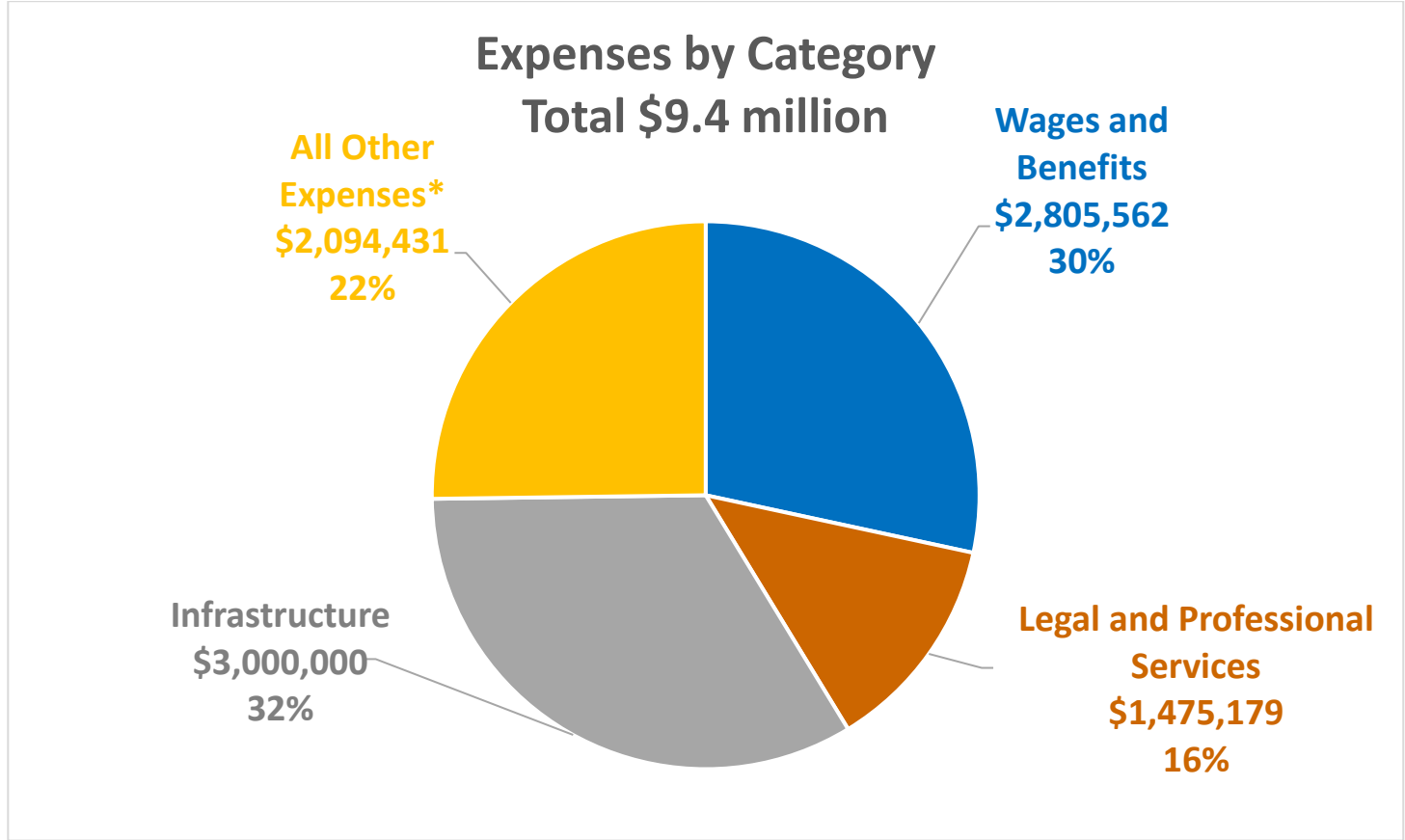
### **Budget Overview**

The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

The overall increase from the adopted budget for Fiscal Year 2023/24 to the proposed budget for Fiscal Year 2024/25 is \$610,554 (7%). This is primarily due to an increase in personnel costs, professional services and insurance premiums.

Of the total General Budget, \$2.81 million (30%) is for wages and benefits. The cost of infrastructure improvements is \$3.0 million (32%). Legal, Engineering and Professional Services is \$1.48 million (16%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.09 million (22%) of the budget.



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

**Significant Budget Changes**

The Administrative Services division increased \$308,192 (16%). The net increase is a result from COLA increase of 3% and related merit increase. The Authority also approved a long term agreement with General Counsel which established a three year not to exceed amount.

The Treatment division increased \$347,454 (8%), which is due to the known COLA increase of 3% as well as budgeting for the unknown portion of labor negotiations with Local No. 39 and an increase in professional services and chemicals. Other costs have decreased over the prior year.

The Environmental Compliance division budget increased \$14,500 (6%) primarily due to projected increase in personnel costs.

The Infrastructure division decreased \$59,592 (2%) to address various projects in the Authority Capital Improvement Plan.

### **Detail Changes in Expenses**

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Increase of \$199,597 due to expected increase of labor negotiations.
2. Premium Pay: Increase of \$30,229 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Decrease of \$22,951 due to certain employees electing out of Authority Coverage.
4. Retirement Contributions: Increase of \$33,445 primarily due to the estimation of retirement costs related to the unfunded liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the year is over).
5. Retirement Medical: Increase of \$14,889 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Increase of \$31,897 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$287,105 in personnel costs primarily due to anticipated increase in wages.
8. Legal Services: Increase of \$20,000 due to anticipated labor negotiations with Local No. 39.
9. Engineering Services: Minimal increase budgeted.
10. Professional Services: Increase of \$225,187.

The major contracting firms and the status of their contracts, if applicable, are as follows:

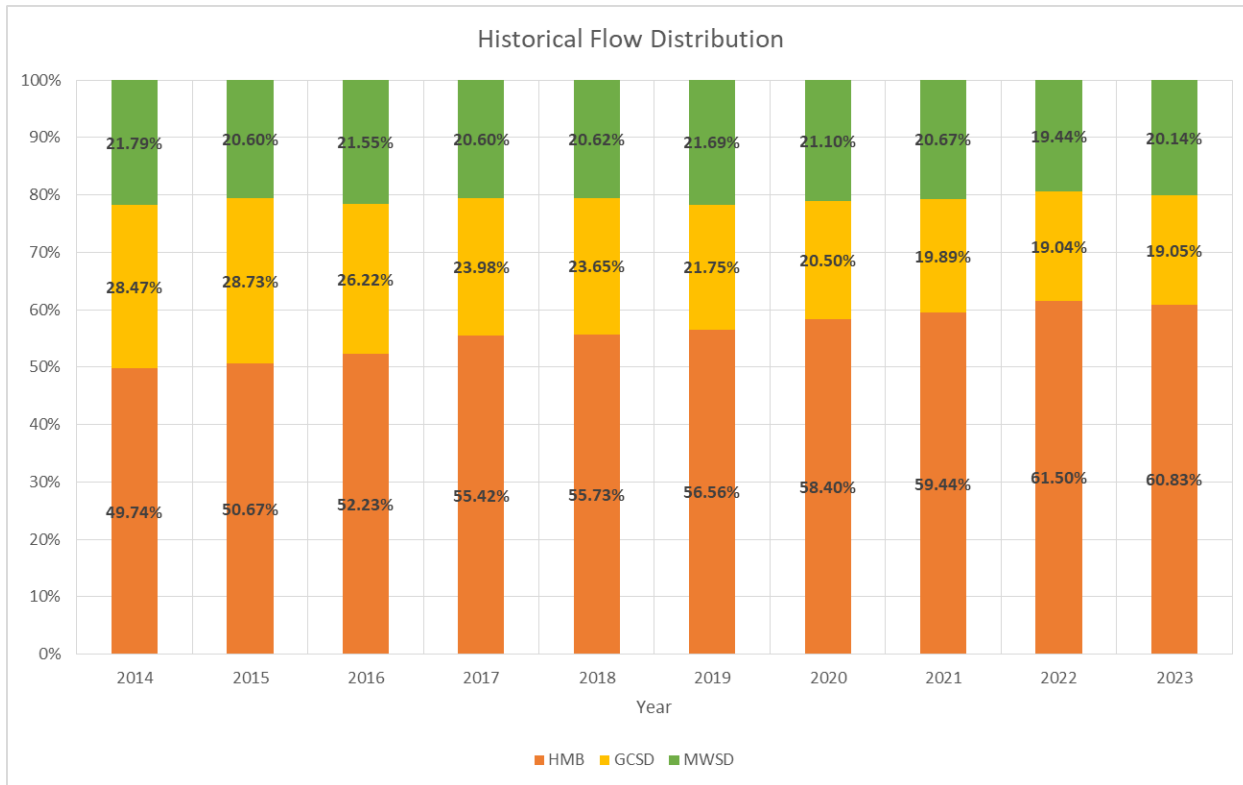
- Calcon Systems, electrical services: Existing contract not to exceed \$350,000.
  - RVE Accounting, financial & accounting services: As Needed.
  - Alpha Analytical Laboratories, essential lab services: As Needed.
  - Peninsula Pump, handles pump repair, generally an emergency repair: As Needed.
11. Precision IT, computer equipment maintenance: IT support as and when needed.
  12. Professional Memberships: Minimal decrease.
  13. Insurance Premiums: Increase of \$111,740 due to new policies and prior year claims.
  14. Misc. Expenses: Increase of \$12,757 anticipated based on detailed review of current year expenditures.



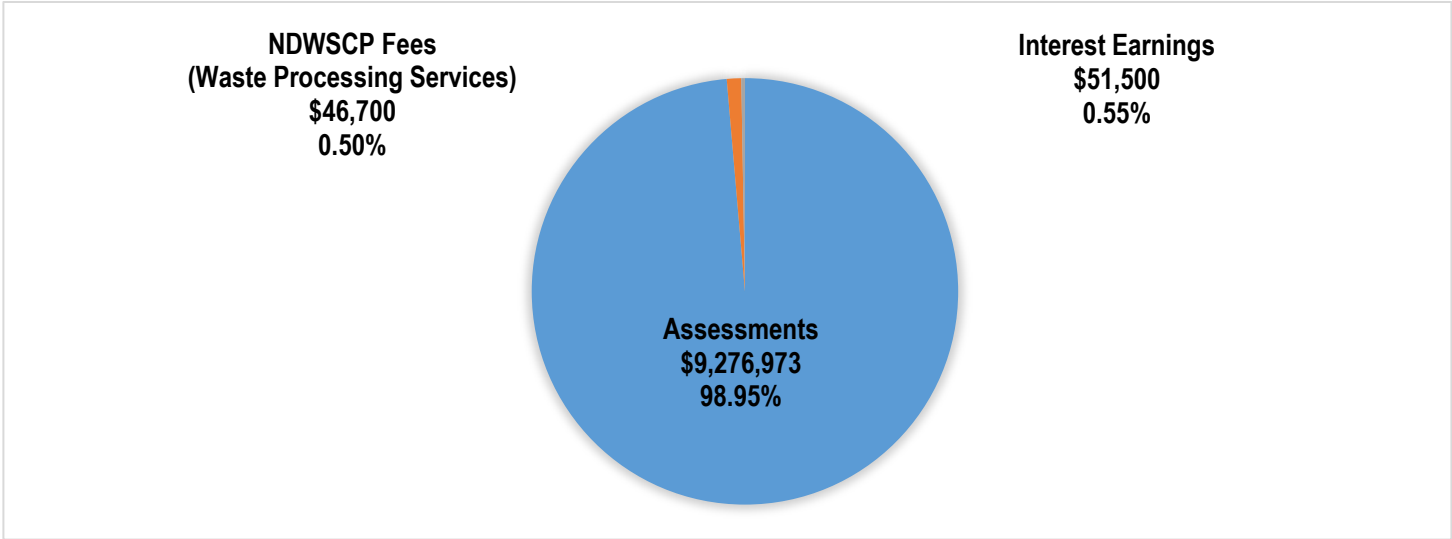
15. Utilities: Increase of \$67,968 for electricity, gas, and water consistent with current costs.
16. Travel & Training: Increase of \$20,661 based on expectation that conference attendance will continue to increase.
17. Equipment Rental: Increase of \$35,146 consistent with actual rent experiences in the current year.
18. Building & Maintenance Services: Increase of \$22,705 based on current year expenditures.
19. Chemicals: Increase of \$12,363 based on anticipated expenses consistent with recent experience and expected industry increases.
20. Permits & Licenses: Increase of \$1,553 based on current year expenditures.
21. Supplies: Increase of \$5,342 based on current year expenditures.
22. Equipment: Increase of \$2,791 based on current year expenditures.
23. Infrastructure: Decrease of \$218,011 to address the projects identified.
24. Claims/Penalties: Decrease of \$340 as a holdover of potential penalties stemming from the flooding in January 2023.
25. Non-Personnel Subtotal: Total Increase of \$323,448 (5%).

**Revenue Allocation**

Of the total O&M revenue, the majority (98.95%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (0.5%), and interest earnings (0.5%).



**Staff Recommendation**

Staff recommends that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before May 31, 2024, for evaluation and approve a final budget before June 24, 2024.

**Supporting Documents**

Attachment A: SAM General Budget for FY 2024/25



## GRANADA COMMUNITY SERVICES DISTRICT

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# AGENDA MEMORANDUM

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To: Board of Directors  
From: Chuck Duffy, General Manager  
Subject: Sewer Authority Mid-Coastside Collection Services Budget for Fiscal Year 2024/25  
Date: April 18, 2024

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At their April 8<sup>th</sup> Board meeting, the SAM Board approved the circulation of the SAM FY 2024/25 Contract Collection Services Budget for approval by the member agencies.

The Collections Budget shows an increase in expenditures from the projected \$660,272 spent last year to the proposed 2024/25 budget of \$698,791, or an increase of 5.7%. SAM is also applying excess revenues received from the member agencies last year as revenue for the coming budget year's budget, which serves to reduce our payment to SAM. We have been very happy with the performance of the collections crew as well.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**BY:** Kishen Prathivadi, General Manager

**SUBJECT:** **Discuss Proposed Contract Collection Services Budget for FY 2024/25 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

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#### **Executive Summary**

The purpose of the report is to discuss the contract collection services budget for FY 2024/25 and authorize the General Manager to submit it to the Member Agencies for approval.

#### **Fiscal Impact**

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2024/25 is \$698,781. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall decrease in fees of \$110,003 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2024-2025 budgeted member agency Collections Assessment has been reduced by \$74,646. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2023 audited financial statements.

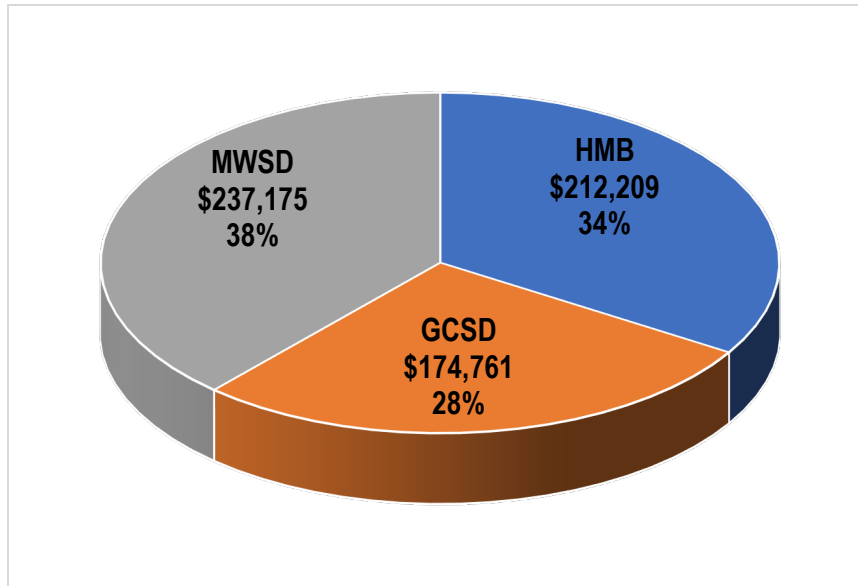
### Contract Fees for Each Contracting Agency

	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	\$	%
	Actual	Actual	Adopted	Proposed	Change	Change
Half Moon Bay	\$312,625	\$254,272	\$263,824	\$212,209	(\$51,615)	(24%)
Granada CSD	\$324,221	\$209,400	\$217,767	\$174,761	(\$42,506)	(24%)
Montara WSD	\$457,131	\$284,186	\$294,862	\$237,175	(\$57,687)	(24%)
	\$1,093,977	\$747,858	\$775,953	\$624,145	(\$151,808)	(24%)

The pie-chart below details the allocation of the proposed budget for each Member Agency

#### Strategic Plan Compliance

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: “SAM is committed to providing quality collection system maintenance service for the Coastsides. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”



## **Background and Discussion/Report**

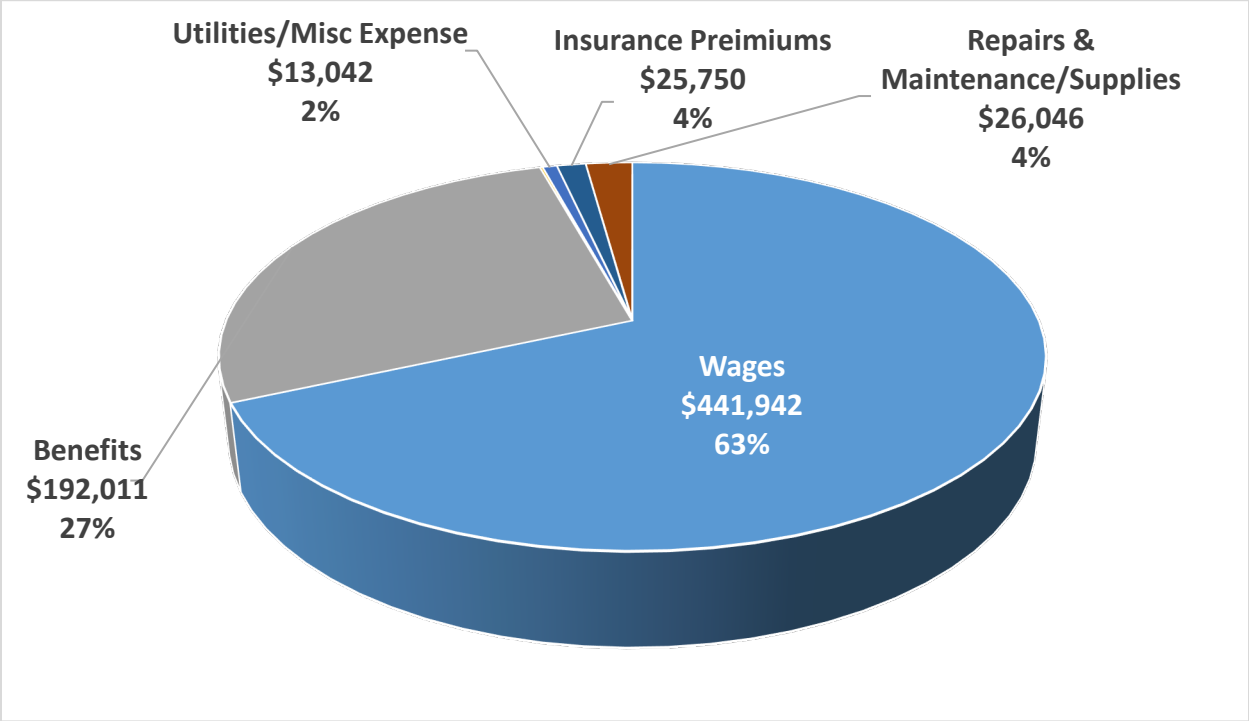
The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning last year, the Member Agency Managers, the SAM Manager, and consultants worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

***The pie chart on the next page details budget expenditures.***



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (90%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Insurance Premiums estimated at \$25,750. All other costs combined are around 6% of the total overall budget.

**Significant Changes to the Budget:**

1. Decrease of Personnel expenses by \$66,079 based on last year’s budget.
2. Decrease in Repairs & Maintenance of \$50,000.

**Staff Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2024/25 to the participating agencies for approval.

**Supporting Documents**

Attachment A: Contract Collection Services Budget for FY 2024/25



**CONTRACT COLLECTION SERVICES BUDGET**  
**Consolidated (Half Moon Bay, GCSD, MWSD)**

FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**EXPENDITURES**

Favorable/(Unfavorable)

		FY 2022/23 ACTUAL	FY 2023/24 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
<u>Personnel</u>							
1	Wages	378,899	450,674	373,710	380,729	(69,945)	(18%)
2	Premium Pay	70,780	62,170	47,272	61,213	(957)	(2%)
3	Health Benefits	110,338	124,143	102,311	111,617	(12,526)	(11%)
4	Retirement Cont.	44,452	30,163	30,130	33,272	3,109	9%
5	Retiree Med/OPEB	2,811	5,841	6,492	7,097	1,256	18%
6	Misc. Benefits	34,046	27,039	25,134	40,025	12,986	32%
7	Subtotal	641,326	700,031	585,048	633,953	(66,079)	(10%)
<u>Non-Personnel</u>							
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	-	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-	-
12	Insurance Premiums	-	25,000	43,256	25,750	750	3%
13	Misc. Expenses	3,222	3,214	3,253	3,311	96	3%
14	Utilities	6,972	7,446	5,804	7,669	223	3%
15	Travel & Training	1,357	2,002	1,200	2,062	60	3%
16	Equipment Rental	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-
17A	Pass Through Expenses	377,313	-	-	-	-	-
18	Chemicals	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	20,335	21,101	21,710	26,046	4,945	19%
21	Equipment	-	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-
24	Repairs & Maintenance	-	50,000	-	-	(50,000)	(100%)
25	Subtotal	409,199	108,763	75,224	64,838	(43,925)	(68%)
26	<b>TOTAL</b>	<b>1,050,525</b>	<b>808,794</b>	<b>660,272</b>	<b>698,791</b>	<b>(110,003)</b>	<b>(16%)</b>

FY 2022/2023 ACTUAL	FY 2023/2024 ADOPTED	FY 2023/24 PROJECTED	FY 2024/25 PROPOSED	VARIANCE FY24/25 versus FY23/24	
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**REVENUE**

By Type:

27	JPA Assessments	1,125,171	775,953	775,953	698,791	(77,162)	(11%)
28	NDWSCP Fees	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-
33	From/(To) Reserves (*)	-	33,639	-	74,646		
34	<b>REVENUE TOTAL</b>	<b>1,125,171</b>	<b>775,953</b>	<b>775,953</b>	<b>698,791</b>	<b>(77,162)</b>	<b>(11%)</b>

**JPA Assessments Less Reserve Transfer**

**624,145**

By Agency:

35	Half Moon Bay	269,547	263,824	263,824	212,209	(51,615)	(24%)
36	Granada CSD	233,401	217,267	217,267	174,761	(42,506)	(24%)
37	Montara WSD	622,223	294,862	294,862	237,175	(57,687)	(20%)
38	<b>TOTAL</b>	<b>1,125,171</b>	<b>775,953</b>	<b>775,953</b>	<b>624,145</b>	<b>(151,808)</b>	<b>(24%)</b>

(\*) Figure represents difference between collections assessments received from Member Agencies & Collections expenditures as noted in the FY 22-23 audited financial statements.

April 10, 2024

## **Memorandum**

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

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

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

### **Harbor Village RV Park**

Construction of the RV park is nearing completion.

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

Construction of the Restroom project at the RV park is nearing completion.

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

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

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

SAM's Request for Qualifications (RFQ) for Design-Build teams for replacement of SAM's Montara Force Main was sent to potential DB teams on March 14. Submittals are due on April 22. Following review of qualifications, the shortlisted teams are scheduled to be sent a Request for Proposal (RFP) on July 8, with proposals scheduled to be submitted on August 16.

### **El Granada Elementary School Project**

No activity this month.

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

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

**MINUTES**  
**SAM BOARD OF DIRECTORS MEETING**  
*Regular Board Meeting 7:00 PM, Monday, March 25, 2024*

**1. CALL TO ORDER**

Chair Dye called the meeting to order at 7:01 p.m. at the SAM Administration Building, located at 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

A. Roll Call

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

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

NONE

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

- A. Approve Minutes of February 26, 2024, Regular Board Meeting
- B. Approve Minutes of March 11, 2024
- C. Approve Disbursements for March 25, 2024
- D. Monthly Revenue and Expense Report for Period Ending February 29, 2024

Director Penrose moved, and Director Dekker seconded the motion to approve all Consent Agenda items as presented.

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

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

- A. Review and Adopt the Revised Bank Accounts Policy

General Manager Prathivadi reviewed the staff report, and presented the Board of Directors with a Revised Bank Account Policy that was requested by the Finance Committee. Chair Dye stated that one of the changes would be adding the General Manager as a signator on the account. A discussion ensued. Following Discussion, Director Slater-Carter moved, and Director Penrose seconded the motion to authorize the General Manager to adopt the Revised Bank Accounts Policy.

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

#### B. Review and Adopt the Revised Investment Policy and Guidelines

General Manager Prathivadi reviewed the staff report and presented the Board of Directors with a Revised Investment Policy and Guidelines. Peter Medina of RVE Accounting discussed Items D, E, F, G, and H and informed the Board they are not backed by the Federal Government. He also stated the California Government Code requires that they be insured and categorized. A discussion ensued. Following discussion, Director Dekker moved, and Director Ruddock seconded the motion to authorize the General Manager to Adopt the Revised Investment Policy and Guidelines.

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

### **5. GENERAL MANAGER'S REPORT**

The Board concurred to receive and file the Managers Monthly Report for February 2024. General Manager Prathivadi also informed the Board that JMB Construction has started the work at Princeton Pump Station, and stated the contractor's intention is to have it functioning by the end of July or sometime in August with the current schedule, and the project being completed in September or October 2024. Director Penrose asked if the delay in the project was communicated to ERF. General Manager Prathivadi indicated that we will not be complying with both the requirements of the ERF Consent Decree- completion of Princeton PS by June 30, 2024, and completing final design of the SAM owned Force Main in Montara by December 31, 2024. General Counsel Jeremy indicated that he had left a voice mail with ERF and informed them of the delay.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

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**TO:** Honorable Board of Directors  
**FROM:** Tim Costello, Plant Superintendent  
**DATE:** March 25, 2024  
**SUBJECT:** **Monthly Manager's Report – February 2024**

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#### **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 *February 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	1.742	58.96%
Granada CSD	0.561	18.97%
<u>Montara W&amp;SD</u>	<u>0.652</u>	<u>22.07%</u>
Total	2.955	100.0%

### **Administration**

There were two Regular Board Meeting in the month of February 2024, and no public records request. There were two articles in the Half Moon Bay Review mentions of City Encourages Renewed Negotiation of Sew Authority Issues, (February 6, 2024). Sewer Authority Considers Flood Risk to Wastewater Plant, (February 14, 2024). There were four articles in the Coastside Buzz Mentions of Sewer JPA Votes Unanimously to Take Budget Amendment Back to their Boards for Princeton Pump Station and Montara Force Main Project in the Face of ERF Lawsuit, (February 1, 2024), City of Half Moon Bay Encourages Renewed Negotiation of Sewer Authority Lawsuit Issues, to Update the JPA, and Avoid Court, (February 8, 2024), Sewer Authority Vote to Amend Budget Fails Causing Stop Work and Rescheduling Cost for the Princeton Pump Station Contractor, (February 15, 2024), Sewer Authority Mid-Coastside Surface Water Hydro Model Leads to Need to Explorer Ground Water Next . (February 21, 2024). There were no new hires in the month of February. There were no Anniversary's in the month of February.

### **Operations & Maintenance**

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

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

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

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

We have not had to use Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier for a little bit now which is nice and saves us money on chemical usage. When they are being added it is at the back end of the MLSS basin and then carried by gravity to the secondary clarifier. We are adding polymer and cl2 for foam control on an as needed basis on the front side of the MLSS basin.

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

Another wet month which is good for the water table but can be not as entertaining for us. The wind was more a factor taking out power in various parts of the district for multiple hours in some situations. All together the system functioned well with no major

problems that could not be addressed. I am happy when we can get through a winter month with no major issues.

Early in the month we had safety training with Du-all, we encourage folks from the member agencies to attend any of the training that will relate to them. This month the covered topics were Blood borne pathogens, silica exposure, and respiratory protection. This is part of our routine safety program just to keep safety on the forefront of people's minds while they are working.

The Princeton project had a temporary hold put on it. The contract pulled his equipment off until things got sorted. Things have since been sorted and they will be resuming work in March.

Calcon replaced one of our hypo pumps that was having problems, we are waiting for rebuild kits for the other ones. The one that was replaced is working very well as it should. The replacement parts are taking a bit longer than I like which is driving us to look at perhaps a pump is a bit more robust. That being said these have gone 5 years with minimal problems being in the weather so there is that.

I should mention we had a couple false fire alarms; it seems there was a sensor that had some moisture on it from the weather likely that was causing it to short circuit and send the alarm. Clearly not ideal, and to make it that much better the folks that installed the system are not overly responsive. Our crew isolated and found the issue and it hasn't rained much since the issue was identified.

Update on the boiler replacement. We are still going back and forth with the BAAQMD, we are making progress, slow as molasses but it's still progress.

During the month of February 2024 rainfall was just above the historic normal for Half Moon Bay. The 10-year average for the area is 3.118 inches of rain in January, (5.2 inches used to be considered normal, this year we received 5.8 inches, above the 10-year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 5.80 inches, (from the NOAA gauge at the plant). Our roof top had 5.26 at the plant, 5.39 inches in the GCSD service area, and 5.04 inches at the MWSD weather station. There were micro-climate variations verified by the data.



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

- 2/1/2024 – Daily ops rounds and duties. Add polymer to MLSS influent. R & S Erection at the plant working on belt press garage door. Hypo to the effluent, switch from bypass line to original line. Hypochlorite delivery to Princeton pump station. Review HACH WIMMS and share opinions.
- 2/2/2024– Daily ops rounds and duties. Belt press polymer pump #3 very noisy switched to pump #4 but run pump on hand mode, pump#4 fails on auto mode. Mix chemicals for DEOX analyzer (SO<sub>2</sub>). Set up and put in service clarifier #1.
- 2/3/2024 – Daily ops rounds and duties. Windy conditions throughout the day. Late in the evening MONTARA area lost power which caused many of the lift stations to go on alarm and generator. Power glitch at the plant, reset all alarms. Power not restored at MONTARA.
- 2/4/2024 – Daily ops rounds and duties. MONTARA no power, pump station on generator as well as many other lift stations. Several power glitches throughout the day at the plant. PG&E power came back for a little while at MONTARA but went out again in the afternoon. Princeton pump station on generator. Hypo CL2 speed pump very high, flushed discharge line to increase flow and decrease command. Operator needed overnight to monitor Princeton and MONTARA pump stations. The sky light plastic cover fell from the top of the effluent building. Replaced sky light with wood.
- 2/5/2024 – Daily ops rounds and duties. MONTARA and Princeton stations are still out of utility power, both running on generator. CLACON is working on chemical pump programming for SCADA. Neuros blower #3 producing very high DO, switched to blower #1.
- 2/6/2024 – Daily ops rounds and duties. Add a small amount of polymer to AB3. Work on hypo chemical pumps because the command speed is high when not needed. Placed one RAS pump #1 to feed final effluent because pumps # 3 and 4 do not work. Perform bias check on SO<sub>2</sub> analyzer. Received a high SO<sub>2</sub> alarm, diagnosed issue and found the check valve for the suction pipe broken, replaced and works ok now, did a residual on the SO<sub>2</sub>, and found no traces of CL<sub>2</sub>.
- 2/7/2024 – Daily ops rounds and duties. Belt press sludge transfer pump not pumping, possible line blockage, flushed feed line backwards to break any possible blockage. Safety training for all staff at the HMB City yard. SRT

consultants at the plant. Reached out to BAAQMD to see what is going on with the Boiler project that seems to have stalled on their end.

- 2/8/2024 – Daily ops rounds and duties. Add polymer to AB3 influent. CALCON at the plant working on internet wiring inside SAM admin building. Climbed to the office roof to clean up debris. Bleach sampler #1 and bleach SO2 line to the analyzer in the effluent building. Heard back from RF MacDonald regarding the boiler project, their engineering folks are in direct contact with BAAQMD so hopefully things get back on track. No determination has yet been made by BAAQMD in terms of the emissions level that will be applied to the installation, though. The downside with this is the manufacturer will not start the build process until they receive this information from the BAAQMD. In a nutshell what does this mean for us? We are still in a holding pattern and relying on one boiler.
- 2/9/2024 – Daily ops rounds and duties. Add polymer to AB3. Mix and fill a couple polymer totes. Clean probes for aeration basin #3. Replace tubing for influent, primary and effluent samplers. Drop off COVID samples to UPS.
- 2/10/2024 – Saturday-Daily ops rounds and duties. Flush CL2 line to boost chlorine residual a few times during the day. Normal day no anomalies. No chemical addition to AB's
- 2/11/2024 – Sunday-Daily ops rounds and duties. Boost chlorine by flushing CL2 line. Hose down primary and secondary weirs. No chemical addition to AB's
- 2/12/2024 – Daily ops rounds and duties. Flush hypo line to boost chlorine flow. Increase RAS rate %. Polymer delivery to the plant. Change primary sludge pumping timers. Clean filter for the ferric pumps. No chemical addition to AB's.
- 2/13/2024 – Daily ops rounds. Sodium Hypo delivery to the plant. Sodium Bisulfite delivery to the plant. Replaced shear pin for primary #2, noticed the cross collector was not working due to broken shear pin. Brush Hog Trees working in the plant. R&S Erection at the plant to check doors. Collect Alpha Lab samples. No chemical addition to AB's. Notified the contractor for Princeton pump station that the project is on hold for two weeks.
- 2/14/2024 – Daily ops rounds and duties. Increase RAS rate 58%. Set up trash pump near contact basin. Ops meeting afternoon. Collect ALPHA Lab samples. No chemical addition to aeration basins.
- 2/15/2024 – Daily ops rounds and duties. RDT failed on Auto position, switched to hand mode and ran like that all day. Clean contact basin #1. Run all influent pumps by hand to make sure they all work properly. Found

programming issue with effluent pump sequence, notified CALCON.  
Repair moisture trap behind digester control building.

- 2/16/2024 – Daily ops rounds and duties. Clean contact basin #2. CALCON at the plant is working on influent pump #1, effluent pump #2, and primary alarm light. College student in for plant tour and information about the wastewater process. All staff union meeting regarding contract negotiations.
- 2/17/2024 – SATURDAY - Daily ops rounds and duties. No chemicals used for MLSS. Normal day. Enter data in HACH WIMMS.
- 2/18/2024 – SUNDAY - Daily ops rounds and duties. No chemicals used for MLSS. Play with HACH WIMMS and input data. High level sump alarm due to rainy weather, reset and pump down. SO2 output very low, perform BIAS check on the analyzer and adjust values.
- 2/19/2024 – HOLIDAY (Presidents Day) - Daily ops rounds and duties. Rainy conditions. No chemicals added to MLSS. PRINCETON pump station alarm during the day, called the on-call ops to diagnose issue.
- 2/20/2024 – Daily ops rounds and duties. No chemicals used for MLSS. Collect and deliver COVID sample. #3 water pumps delivered. Winter flow presentation in the morning by consultants.
- 2/21/2024 – Daily ops rounds and duties. No chemicals added to the MLSS. Perform a winter weather flow test at MONTARA pump station regarding overflow of manholes, we determined that the manhole in front of station will overflow when the wet well level is at approximately 28'.5" high.
- 2/22/2024 – Daily ops rounds and duties. No chemicals added to MLSS. Switch chemical pumps. Run and test all influent pumps. Collect effluent quarterly samples for oil and grease. Collect belt press sludge cake for OX MOUNTAIN Bio Solids test permit. Cleaned all 4 DO probes in the MLSS tanks. Perform weekly chemical inventory for plant.
- 2/23/2024 – Daily ops rounds and duties. No chemicals to the MLSS. CALCON here, replaced pump head for chemical Hypo pump #4, test pump and worked perfectly. Wash-down sections of both secondaries because of high amounts of algae. Collect and drop off COVID samples. Manually open check valve for effluent pumps.
- 2/24/2024 – Saturday- Daily ops rounds and duties. No chemicals to MLSS. Rotate influent lead pumps. Adjust digester transfer rates.

- 2/25/2024 – Sunday-Daily ops rounds and duties. No chemicals to secondary process. Enter data on new HACH WIMs program. No anomalies.
- 2/26/2024 – Daily ops rounds and duties. Received a Zone 3 Supervisory Fire Alarm at the plant a little after midnight, fire department showed up and reset the alarm. No chemicals added to MLSS. Cleaned Ferric chemical pump due to high speed but not pumping, found some debris inside the filter, cleaned out and all good now. Received another fire alarm at the plant during the day, after inspection and diagnosing the crew, moisture was found inside an encased resistor causing the alarm to go off. Received a PORTOLA pump station trouble alarm, when arrived at location, inspect area, and found no issues. Received a PRINCETON pump 1 fail, VFD shows over current reset alarm and fixed issue.
- 2/27/2024 – Daily ops rounds and duties. CALCON (Jimmy, Branden) here at the plant, working on ignition programming issues. CEPT polymer pump to primaries not pumping, removed, and cleaned re install works good now. Run new Hypo pump #4 just to exercise. Run all influent pumps on hand and rotate the lead pumps.
- 2/28/2024 – Daily ops rounds. No chemicals added to secondary process. Shovel out grit from black debris box onto grit bin. Wash down bar screens. Operations meeting in the afternoon. Check all fire extinguishers around the plant and admin building. Perform weekly inventory chemical check for the plant. Perform monthly diesel tank inspection. Collect and deliver COVID samples to UPS. We did get a response from BAAQMD that the boiler permitting is moving along, albeit at a snail's pace from my perspective.
- 2/29/2024 – Daily ops rounds and duties. Rotate influent lead pump. Perform Quarterly MDL test. Clean primary sludge pumps #2, 3, and 5. RDT fail, reset relay inside cabinet. A power glitch at MONTARA pump station which caused some alarms, reset all, generator ran for a couple minutes. Pump down all chemical sumps because of rain weather. No chemicals added to MLSS.

**Other activities are listed below:**

There were 11 deliveries (approximately 6,450 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 645.00. There were no leachate deliveries to the SAM IPS line in the month of February 2024, for a total leachate volume of 0 gallons.

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

## **Contract Collection Services**

The SAM crew cleaned 31,057 feet of sewer line and responded to twenty-three calls in contract service areas. Eight calls were sewer line related and fifteen were maintenance service calls. Eleven of the callouts were during regular business hours or started during regular business hours and went into overtime. Twelve of the calls were after hour callouts. Five of the calls were in HMB, fourteen calls were in the MWSD service area, and four calls were in the GCSD service area during the month of February 2024.

HMB – The service calls in HMB were as follows; 2/1 - Observed odd reading on smart cover at syphon line, contact smart cover folks, they suggested replacing antenna as a first step. The antenna was replaced and ordered a replacement. 2/14 - Responded to smart cover triggered by rain event, no SSO just a high level observed. 2/29 - Responded to a smarty cover triggered by a rain event, noticed area of high inflow from rain. Notified district code enforcement might need to be involved.

The maintenance service calls in HMB were as follows; 2/4 - Power loss at the Pelican point station, power was restored on 2/6. Genny ran for 52.8 hours. Reset the station after power was restored and check for normal operation. 2/4 - Power loss at the Ocean Colony station, power was restored on 2/6. Genny ran for 54.8 hours. Reset the station after power was restored and check for normal operation.

GCSD – The service calls in GCSD were as follows; 2/12 - Call for a backup in laundry room. When the crew arrived, they flushed the main, finding no obstruction. They next looked at the clean out and could see a root growing down the lateral, they removed the root to restore flow. Advised the homeowner to contact a plumber to resolve intrusion area. 2/27 - Call for a backup downstairs of residence. The crew arrived and flushed main finding no obstruction. Noticed there was no standing water in the cleanout. Advised homeowner they would need to contact a plumber to resolve issue.

The maintenance service calls were as follows; 2/4 - Lift station power outage due to storm event, power was restored the following day. Genny ran during the outage, reset station after power was restored and checked for normal operation. 2/29 - San Pablo in alarm due to momentary power

glitch. The generator ran momentarily. Reset alarms and checked station for normal operation.

MWSD – The sewer line related call in the MWSD area were as follows; 2/13 - Replace Battery in smart cover and got it going again. 2/23 - Call for discolored water in toilet, home is on a well, likely that is the issue. Regardless, this is a private problem. 2/29 - Received a new e-box for smart cover, installed and re-established communications.

The maintenance calls in the MWSD service area were as follows; 2/3 - Power outage in the Montara / Moss Beach area affecting all stations except Airport Lift station. Power was restored around 03:31 in the morning, reset affected stations and checked for proper operation. 2/4 - Power loss due to storm in the Montara and Moss Beach areas. All stations were affected, Genny's had to be refueled and towable genny was used to pump down stations. Power was restored partially on 2/6 and fully on 2/7. 2/7 - Power glitch at seal cove 1,2,3,4, and Distillery. Power was restored upon arrival. Reset alarms and checked station for normal operation. 2/7 - Call for light at grinder pump. Found grinder not working properly, vectored out well and followed up the following day. Replaced grinder pump and repaired wiring from house to pump. 2/8 - 7th street station alarm due to power outage, power was restored about three hours later. Reset alarms and checked station for normal operation. 2/9 - Call for toilet not working on house with grinder. The crew arrived and confirmed the grinder was working properly. Advised homeowner they would need to contact a plumber to resolve issue. 2/13 - Date Harte power failure, station had utility power upon arrival. Reset alarms and checked station for normal operation. Genny ran for 0.1 hrs. 2/16 - 5th street station in alarm due pump fault. Found well level high and pump #1 not running in auto. Found pump 2 breaker tripped inside panel and reset. Reset alarms and tested both pumps to check for normal operation. 2/24 - 5th street station in alarm due pump fault. Found pump #2 not running. Found tripped breaker inside panel and reset. Reset alarms and tested both pumps to check for normal operation. 2/26 - Airport station alarm, station was on generator power upon arrival. Genny ran for 1.4 hours before utility power was restored. Reset alarms and checked station for normal operation. 2/29 - All MWSD stations went into alarm due to power

glitch. Reset station and checked station for normal operation. Some stations with generators ran momentarily.

The February 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 February 2024.

**Staff Recommendation**

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

**Supporting Documents**

Attachment A: Monthly Flow Report February 2024

Attachment B: Monthly NPDES Report February 2024

Attachment C: Collection System Data February 2024

Attachment D: Contract Collection Service Report February 2024

Attachment A

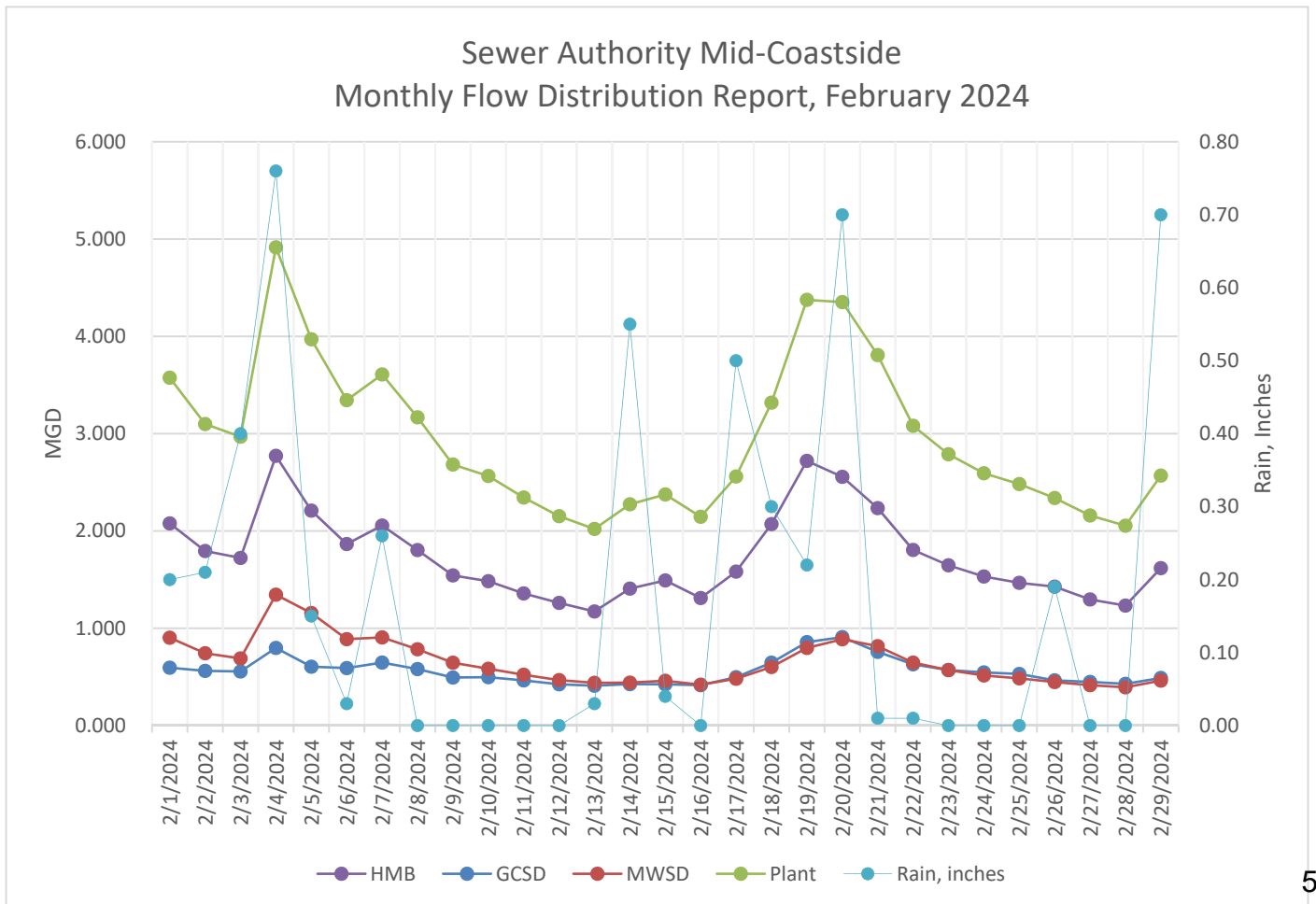
Flow Distribution Report Summary for February 2024

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

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

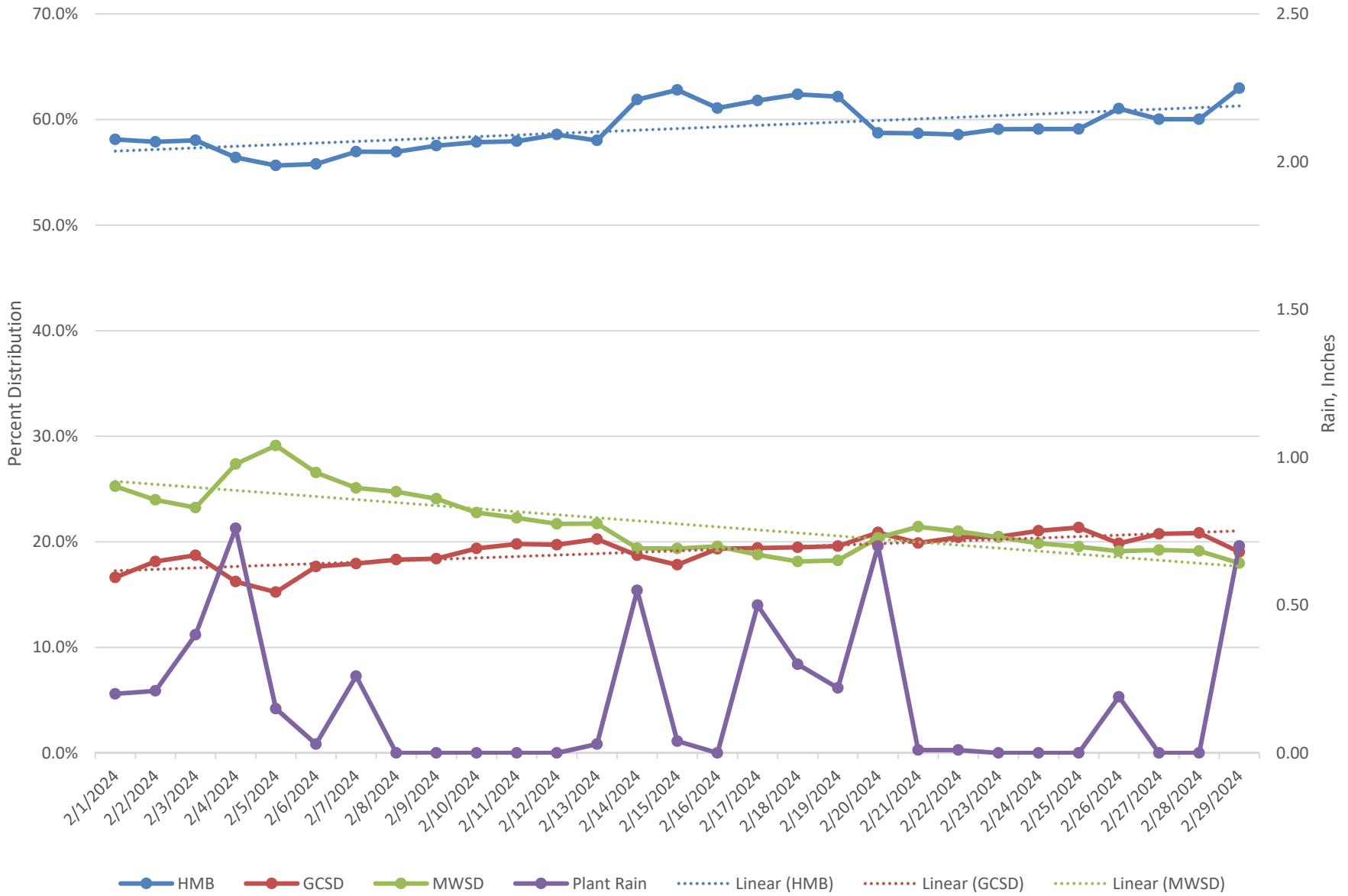
The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	1.742	58.96%
Granada Community Services District	0.561	18.97%
Montara Water and Sanitary District	<u>0.652</u>	<u>22.07%</u>
Total	2.955	100.0%



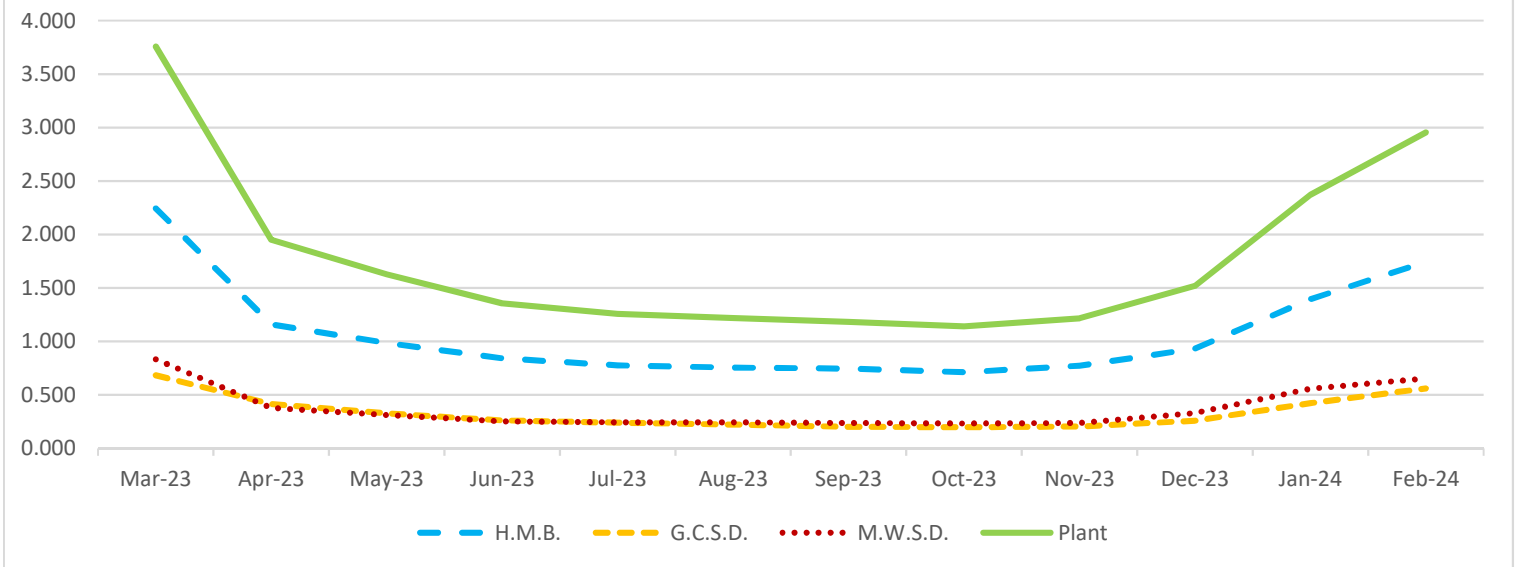


### Percent Distribution February 2024

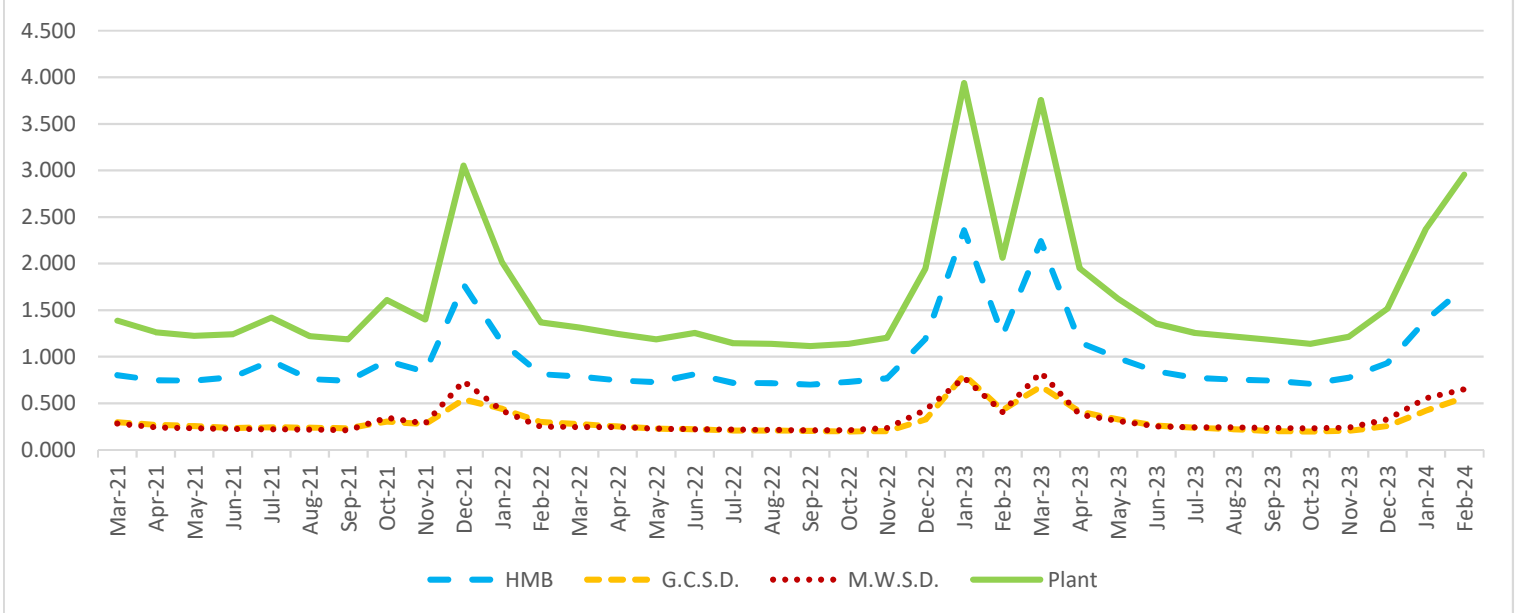


Most recent flow calibration January 2024 PS, January 2024 Plant inf

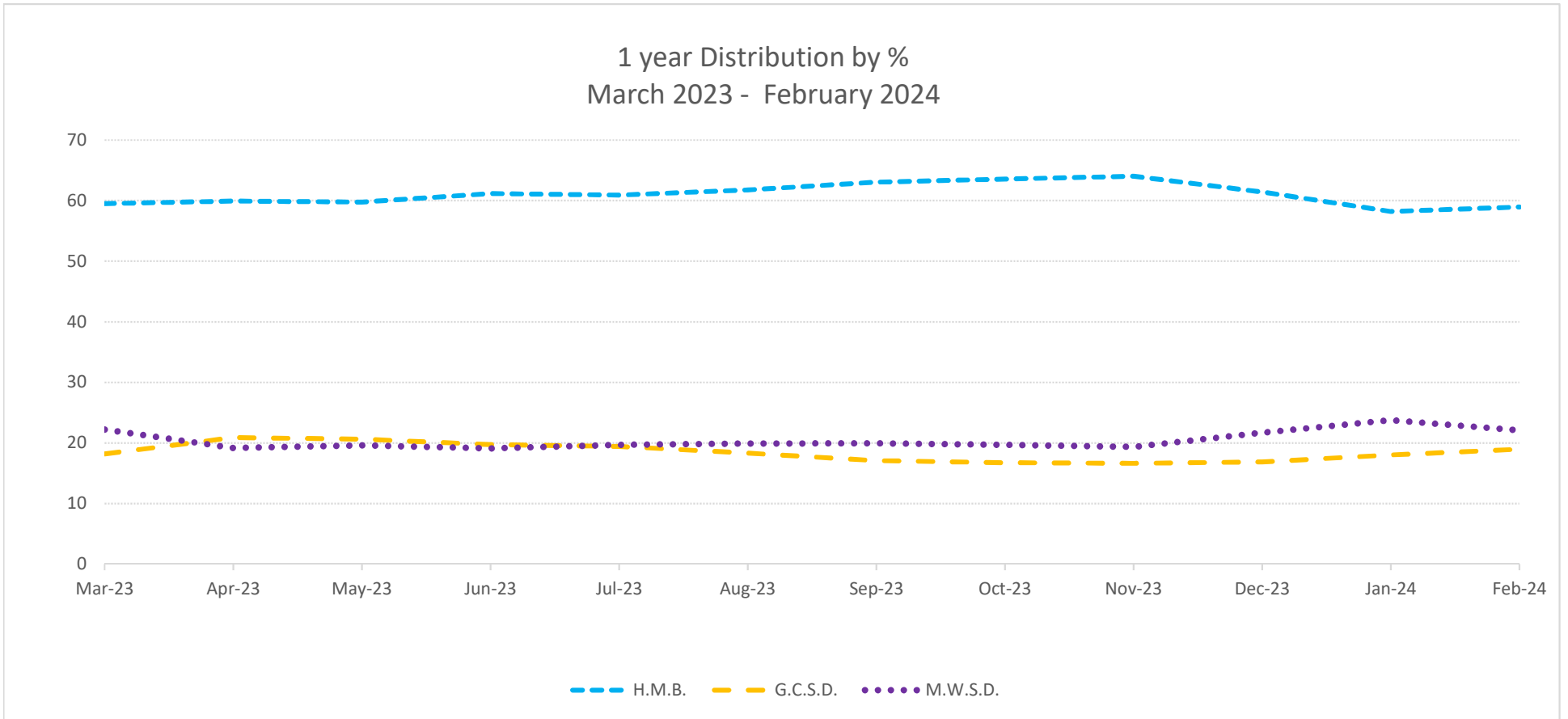
One Year Flow Chart  
March 2023 - February 2024



Three year flow chart  
March 2021 - February 2024



# Flow based percent distribution based for past year



**SAM      E-001      February 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
2/1/2024								
2/2/2024								
2/3/2024								
2/4/2024								
2/5/2024	92	6.40		93.0%	73	45	9.6	
2/6/2024	170	5.80		96.6%	72	40	5.1	
2/7/2024								
2/8/2024								
2/9/2024								
2/10/2024			6.10					7.35
2/11/2024								
2/12/2024								
2/13/2024	200	6.90		96.6%	140	120	18.0	
2/14/2024	230	5.00		97.8%	160	120	9.2	
2/15/2024								
2/16/2024								
2/17/2024			5.95					13.60
2/18/2024								
2/19/2024								
2/20/2024								
2/21/2024	150	4.40		97.1%	220	110	12.0	
2/22/2024	140	4.10		97.1%	190	93	15	
2/23/2024								
2/24/2024			4.25					13.50
2/25/2024	190	5.50		97.1%	120	99	4.0	
2/26/2024	180	5.30		97.1%	110	87	3.7	
2/27/2024								
2/28/2024								
2/29/2024								
			5.40					3.85
Count	8	8	3	8	8	8	8	3
Minimum	92	4.10	4.25	93.0%	72	40	3.7	7.4
Average	169	5.43	5.43	96.5%	136	89	9.6	9.6
Maximum	230	6.90	6.10	97.8%	220	120	18.0	13.6
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

# Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2024

## February 2024

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

## 12 Month Moving Total

	Total	12 month rolling Number			
		HMB	GCS D	MWSD	SAM
Roots	1	0	0	1	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	1	1	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
		<b>50%</b>	<b>0%</b>	<b>50%</b>	<b>0%</b>

## Reportable SSOs

	Total	Reportable Number of S.S.O.'s			
		HMB	GCS D	MWSD	SAM
February 2024	0	0	0	0	0
12 Month Moving Total	2	1	0	1	0

## SSOs / Year / 100 Miles

	Total	Number of S.S.O.'s /Year/100 Miles			
		HMB	GCS D	MWSD	SAM
February 2024	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	1.9	2.7	0.0	3.7	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	1.9	2.7	0.0	3.7	0.0
Category 4	0.0	0.0	0.0	0.0	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

## 12 Month Rolling Total Sewer Cleaning Summary

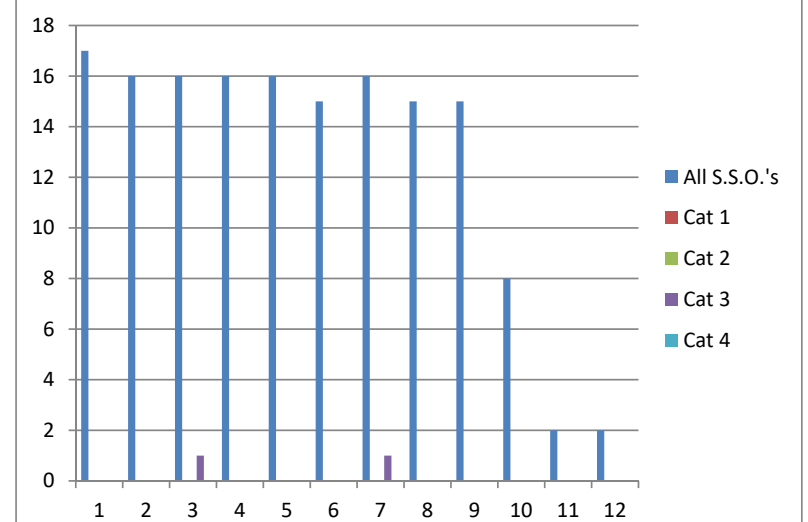
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Mar - 23	12,243	9,395	10,140	31,778	6.0
Apr - 23	10,883	12,375	8,290	31,548	6.0
May - 23	12,239	11,619	5,356	29,214	5.5
June - 23	11,096	10,472	5,375	26,943	5.1
July - 23	9,325	10,286	4,744	24,355	4.6
Aug - 23	22,726	8,469	9,951	41,146	7.8
Sep - 23	13,355	14,640	5,960	33,955	6.4
Oct - 23	16,290	9,765	10,161	36,216	6.9
Nov - 23	10,835	9,620	10,746	31,201	5.9
Dec - 23	5,717	10,633	8,268	24,618	4.7
Jan - 24	4,029	14,785	12,144	30,958	5.9
Feb - 24	11,024	12,840	7,193	31,057	5.9

Annual ft	139,762	134,899	98,328	372,989	
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Annual Mi.	26.5	25.5	18.6		70.6
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Attachment C

## 12 Month Moving SSO Totals Through February 2024



# TASK SUMMARY- GCSD 2023-2024

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



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

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

This meeting will be held in-person and via zoom for public participation. Director Grant will be attending via Zoom from 128 Coronado Street El Granada Ca 94018. 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/88255931961?pwd=SG01ODJQaWhOOXhkUkNzQndOS1RyQT09>

Meeting ID: 882 5593 1961

Passcode: 085359

Dial by your location

1 669 900 6833 US (San Jose)

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

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

**1. CALL TO ORDER**

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

Director:

Dr. Deborah Penrose (HMB)

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

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

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

- A. Approve Minutes of March 25, 2024, Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for April 8, 2024 (**Attachment**)
- C. Authorize General Manager to Attend, and be Reimbursed for Expenses Related to 2024 General Manager Leadership Summit hosted by CSDA during June 23-25, in Anaheim CA. (**Attachment**)

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

- A. Discuss Proposed Contract Collection Services Budget for FY 2024/25 and Authorize the General Manager to Submit it to the Member Agencies for Approval (**Attachment**)
- B. Discuss Proposed General Budget for FY 2024/25 and Authorize the General Manager to Submit it to the Member Agencies for Approval (**Attachment**)
- C. Authorize the General Manager to Purchase Service Truck for Maintenance Crew. (**Attachment**)

**5. GENERAL MANAGER'S REPORT**

**6. ATTORNEY'S REPORT**

**7. DIRECTORS' REPORT**

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





## GRANADA COMMUNITY SERVICES DISTRICT

### **MINUTES BOARD OF DIRECTORS REGULAR MEETING**

March 21, 2024

This meeting was held in person and via Zoom.

#### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting was called to order at 7:01 p.m.

#### **ROLL CALL**

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

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

#### **GENERAL PUBLIC PARTICIPATION**

None.

#### **REGULAR MEETING AGENDA**

##### **1. Parks and Recreation Activities.**

- a. Report on Granada Community Park and Recreation Center – Project Manager Ray Razavi reported that district staff and consultants had met with the San Mateo County Planning Department to discuss the park project. Community member Len Erickson asked about contact with SMC Public Works and commented on parking issues related to the proposed Caltrans bike lane project. Community Member Fran Pollard commented that Caltrans should continue providing parking on the west side of Highway 1.
- b. Report on planned Recreation Program Events – Ms. Atmore updated the Board that the Bookmobile had its first visit, a birding walk had occurred, and that the Egg Hunt would be postponed to March 30<sup>th</sup> due to rain. She also remarked that in April there would be a Harbor Walk, Earth Day Event, Recology Recycling Day, and an additional nature walk in May.

**2. Proposal from Kikuchi + Kankel Design Group for Additional Services For the Granada Community Park Project.**

Mr. Duffy recommended that the Board approve extending the Kikuchi + Kankel contract to cover aspects of project management through the permitting process, at a not-to-exceed amount of \$56,800.

**ACTION:** Director Dye moved to extend the Kikuchi + Kankel contract not to exceed \$56,800 (Dye/Clark). Approved 4-0.

**3. Amendment to the GCSB FY 2023/24 Budget to Incorporate the SAM Budget Amendment for the Princeton Pump Station Replacement.**

Mr. Duffy reviewed the budget amendment circulated by SAM which was previously approved by GCSB at the February meeting. The amendment provided additional funding for the replacement of the Princeton Pump Station and the design of a section of the SAM IPS known as the Montara Force Main. He further explained that the Half Moon Bay City Council approved funding for only the Princeton Pump Station project at their March 5, 2024 meeting, without approving funding for the Montara Force Main design. Mr. Duffy explained that the amended GCSB FY 2023/24 Budget therefore shows an increase of \$255,192.

**ACTION:** Director Clark moved to approve the amended District FY 2023/24 Budget. (Clark/Dye) Approved 4-0.

**4. Engineer's Report.** Director Dye asked if the District would be doing a capital improvement program in the next fiscal year. Mr. Duffy explained that the decision has not yet been made and will be considered as the SAM budget and the sewer service charge study are completed. He emphasized that the upcoming SAM improvements would put pressure on the member agencies and that if mainline pipe replacement had to be delayed, it would not pose any problems with the system.

**5. Report on Sewer Authority Mid-Coastside Meetings.** Director Dye reviewed a recent report and presentation to SAM prepared by an engineering firm concerning wet weather flows at the SAM treatment plant. The report generally showed a need for additional wet weather storage in Half Moon Bay. Mr. Duffy remarked that the preliminary SAM budget had been discussed at the Manager's meeting and Director Dye stated that the budget would be discussed at a special finance committee the following week.

**CONSENT AGENDA**

**6. February 15 Regular Meeting Minutes.**

**7. March 2024 Warrants.**

**8. January 2024 Financial Statements.**

Director Dye asked if GCSB was investing in funds other than LAIF that pay higher interest rates. Mr. Duffy stated that the Board gave previous direction to staff to research other funds and that since that time, money has been moved into CalTrust.

**ACTION:** Director Dye moved to approve the consent agenda. (Dye/Clark). Approved 4-0.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

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

**ADJOURN TO CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

No reportable action.

**ADJOURN REGULAR MEETING**

The meeting was adjourned at 8:13 p.m.

ATTEST:

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Hope Atmore, Board Secretary

Date Approved by the Board: April 18, 2024.

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

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
03/21/24	9946	BKF Engineers	Park Engineering Svcs-Dec2023	5130 Parks & Rec Professional Svcs	1,218.00
03/21/24	9947	Kennedy Jenks	Jan2024-Feb2024 Svcs, Sum 197	6070 Engineering Services	10,821.20
03/21/24	9948	PG&E	Office Inv dtd 02/23/24	6170 Utilities	114.53
03/21/24	9949	PG&E	Pump Stn Inv dtd 02/15/24	6170 Utilities	788.42
03/21/24	9950	Richards, Waston & Gershon	Prof Svcs through 05/31/23	6091 Legal- General	150.00
03/21/24	9951	Steven Melo, Inc.	Parking Sign Installation	6135 Other Property Maint.	455.00
03/21/24	9952	Streamline	Website migration svcs	6190 Computers	500.00
04/18/24	9953	Alhambra & Sierra Springs	Invoice dtd 03/14/24	6140 Office Supplies	36.97
04/18/24	9954	Barbara Dye	03/21/24 GCSD	6040 Directors' Compensation	145.00
04/18/24	9954	CliftonLarsonAllen LLP	02/16/24-03/15/24 Prof Svcs	6152 Accounting	3,344.25
04/18/24	9955	Comcast	03/13/24-04/12/24 Svcs	6170 Utilities	323.96
04/18/24	9955	Group 4 Architecture	Reimbursables & prof svcs through 03/31/24	5130 Parks & Rec Professional Svcs	6,072.00
04/18/24	9956	Hue & Cry, Inc	May 2024 Pump Stn Alarm	6170 Utilities	35.59
04/18/24	9956	Jill Grant	03/21/24 GCSD	6040 Directors' Compensation	145.00
04/18/24	9957	KBA Document Solutions, LLC	03/13/24-04/12/24	6140 Office Supplies	68.29
04/18/24	9957	Kikuchi & Kankel Design Group	Prof Svcs through 03/31/24	5130 Parks & Rec Professional Svcs	14,491.50
04/18/24	9958	Marion & Barton Minor	Reissue checks #8932 and 6011	2000 Accounts Payable	5,576.41
04/18/24	9958	Matthew Clark	03/21/24 GCSD	6040 Directors' Compensation	145.00
04/18/24	9959	Nancy Marsh	03/21/24 GCSD	6040 Directors' Compensation	145.00
04/18/24	9959	Pacifica Community TV	03/21/24 GCSD	6180 Video Taping	400.00
04/18/24	9960	Peninsula Municipal Eng Inc.	Inv dtd 04/05/24	5130 Parks & Rec Professional Svcs	6,555.00
04/18/24	9960	PG&E	Office Inv dtd 03/25/24	6170 Utilities	94.45
04/18/24	9961	PG&E	Pump Stn Inv dtd 03/18/24	6170 Utilities	1,116.58
04/18/24	9961	Rodolfo Romero	Apr Cleaning	6130 Office Maintenance & Repairs	220.00
04/18/24	9962	SMC Harbor District	Office Lease-May 2024	6120 Office Lease	5,050.00
04/18/24	9962	SDRMA	SDRMA Medical Benefit Premiums - May 2024	6062 Medical	4,991.78
04/18/24	9963	Sewer Authority Mid-Coastside	Apr 2024 Collections & Asmts	5010 SAM - General	221,208.33
04/18/24	9963	Steven Melo, Inc.	04/06/24 Weed Abatement	6135 Other Property Maint.	800.00
04/18/24	9964	Tri Counties Bank	Mar 2024 Card Charges	6140 Office Supplies	749.31
04/18/24	9964	US Bank Equipment Finance	Apr 2024 Svcs	6020 Copier lease	252.28
04/18/24	9965	Wittwer & Parkin	Mar 2024 Svcs	6090 Legal Services	9,689.00
<b>TOTAL \$</b>					<b>295,702.85</b>



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## Financial Statements

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Granada Community Services District  
February 2024

# Financial Statements

## Granada Community Services District Statement of Net Position (Unaudited) As of February 29, 2024

ASSETS	Feb 2024
<b>Cash &amp; Equivalents</b>	
Petty Cash	\$ 192
Tri Counties Bank - Gen Op	255,702
Tri Counties Bank - Deposit	17,344
LAIF	4,091,761
Undeposited Funds	2,602
<b>Total Cash &amp; Equivalents</b>	<b>4,367,601</b>
<b>Accounts Receivable</b>	
Accounts Receivable from Customers	5,795
<b>Other Current Assets</b>	
Interest Receivable	20,800
Prepaid Expenses	10,077
<b>Total Other Current Assets</b>	<b>30,877</b>
<b>Total Current Assets</b>	<b>4,404,274</b>
<b>Fixed Assets</b>	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,072,678)
<b>Total Fixed Assets</b>	<b>7,665,408</b>
<b>Investments</b>	
Investment in SAM	5,036,039
<b>Total Investments</b>	<b>5,036,039</b>
<b>Total Non-Current Assets</b>	<b>12,701,447</b>
<b>Total Assets</b>	<b>17,105,721</b>
<b>Deferred Outflows of Resources</b>	<b>88,433</b>

(Continued on next page)

Granada Community Services District  
Statement of Net Position (Unaudited)  
As of February 29, 2024 (Continued)

LIABILITIES	Feb 2024
<b>Accounts Payable</b>	
Accounts Payable	76,920
<b>Other Current Liabilities</b>	
Accrued Vacation	3,283
Deposits Payable	23,055
Due to AD	6,252
Payroll Liabilities	12,060
Recology-Delinquent Garbage Payable	33,127
<b>Total Other Current Liabilities</b>	<b>77,777</b>
<b>Total Current Liabilities</b>	<b>154,696</b>
<b>Other Non-Current Liabilities</b>	
Net Pension Liability	86,607
<b>Total Other Non-Current Liabilities</b>	<b>86,607</b>
<b>Total Non-Current Liabilities</b>	<b>86,607</b>
<b>Total Liabilities</b>	<b>241,303</b>
<b>Deferred Inflows of Resources</b>	<b>86,394</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	7,665,408
Net Position - Unrestricted	9,201,048
<b>Total Net Position</b>	<b>\$ 16,866,456</b>

PRELIMINARY DRAFT

**Granada Community Services District**  
**Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)**  
**For the Eight Months Ended February 29, 2024**

Revenue	Jul 2023 - Feb 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
<b>Operating Revenue</b>				
Park Tax Allocation	\$ 511,933	\$ 613,333	\$ (101,401)	\$ 920,000
Sewer Service Charges-SMC	1,530,746	1,626,667	(95,920)	2,440,000
Sewer Service Charges-Pro-rated	7,864	-	7,864	-
AD OH Reimbursement	36,000	24,000	12,000	36,000
Recology Franchise Fee	30,027	30,000	27	45,000
<b>Total Operating Revenue</b>	<b>2,116,570</b>	<b>2,294,000</b>	<b>(177,430)</b>	<b>3,441,000</b>
<b>Non Operating Revenue</b>				
Interest on Reserves	77,001	74,000	3,001	111,000
Unrealized gain(loss) FV LAIF	26,326	-	26,326	-
Connection Fees	15,275	25,333	(10,058)	38,000
SAM Refund from Prior Yr	-	667	(667)	1,000
ERAF Refund	517,181	266,667	250,514	400,000
Misc Income	2,367	4,000	(1,633)	6,000
Lease Revenue	40,000	40,000	-	60,000
<b>Total Non Operating Revenue</b>	<b>678,149</b>	<b>410,667</b>	<b>267,483</b>	<b>616,000</b>
<b>Total Revenue</b>	<b>2,794,719</b>	<b>2,704,667</b>	<b>90,052</b>	<b>4,057,000</b>
<b>Expenses</b>				
<b>Operations</b>				
SAM - General	763,170	712,430	50,740	1,068,645
SAM - Pass Through Costs	17,186	-	17,186	-
SAM - Collections	146,030	144,845	1,185	217,267
Depreciation Expense	200,727	-	200,727	-
Lateral Repairs	489	16,000	(15,511)	24,000
CCTV	-	10,000	(10,000)	15,000
RCD - Parks	-	6,667	(6,667)	10,000
Half Moon Bay Reimb - Parks	-	20,667	(20,667)	31,000
Parks & Rec Professional Svcs	165,045	100,000	65,045	150,000
<b>Total Operations</b>	<b>1,292,647</b>	<b>1,010,608</b>	<b>282,039</b>	<b>1,515,912</b>
<b>Administration</b>				
Auditing	10,280	15,333	(5,053)	23,000
Copier lease	1,834	3,333	(1,499)	5,000
Directors' Compensation	6,380	6,667	(287)	10,000
Education & Travel Reimb	2,284	1,333	951	2,000
Employee Compensation	267,167	233,333	33,833	350,000
Engineering Services	44,224	20,000	24,224	30,000
Insurance	139	34,667	(34,528)	52,000
Legal Services	40,858	50,000	(9,142)	75,000
Memberships	7,980	6,600	1,380	9,900
Office Lease	38,150	42,667	(4,517)	64,000
Office Maintenance & Repairs	1,637	5,667	(4,030)	8,500

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Granada Community Services District  
Statement of Revenues, Expenses, and Changes in Net Position (Unaudited)  
For the Eight Months Ended February 29, 2024 (Continued)

Administration (Continued)	Jul 2023 - Feb 2024	Expected to Date	Variance YTD	FY 2023/2024 Budget
Other Property Maint.	2,355	-	2,355	-
Office Supplies	6,560	-	6,560	-
Professional Services	85,512	95,333	(9,821)	143,000
Publications & Notices	3,468	6,667	(3,199)	10,000
Utilities	8,731	10,667	(1,936)	16,000
Video Taping	3,600	3,333	267	5,000
Computers	5,596	5,333	263	8,000
Miscellaneous	6,493	6,000	493	9,000
Bank Service Charges	210	-	210	-
Park Related Misc Expenses	15,672	6,667	9,006	10,000
<b>Total Administration</b>	<b>559,131</b>	<b>553,600</b>	<b>5,531</b>	<b>830,400</b>
<b>7000 - Capital Projects</b>				
Medio Creek Xing/Mirada Sewer	1,310	-	1,310	-
6-yr CIP Phase 2	3,562	43,333	(39,772)	65,000
Mainline System Repairs	-	6,667	(6,667)	10,000
SAM - Infrastructure	218,440	444,500	(226,060)	666,750
<b>Total 7000 - Capital Projects</b>	<b>223,312</b>	<b>494,500</b>	<b>(271,188)</b>	<b>741,750</b>
<b>Total Expenses</b>	<b>2,075,091</b>	<b>2,058,708</b>	<b>16,383</b>	<b>3,088,062</b>
<b>Change in Net Position</b>	<b>719,629</b>	<b>645,959</b>	<b>73,670</b>	<b>968,938</b>
<b>Beginning Net Position</b>	<b>16,577,834</b>	<b>16,577,834</b>		<b>16,577,834</b>
<b>Ending Net Position</b>	<b>\$ 17,297,462</b>	<b>\$ 17,223,792</b>		<b>\$ 17,546,772</b>

PRELIMINARY DRAFT

# Selected Information

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## Granada Community Services District

For the Eight Months Ended February 29, 2024

### Note 1 - Departures From Reporting Framework

The accompanying financial statements include the following departures from accounting principles generally accepted in the United States of America:

#### Historical:

- These financial statements omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America.
- The activities of the Assessment District, a *blended component unit* of the Granada Community Services District, have not been included in these financial statements.
- The following accounts have not been adjusted during the interim periods presented and will be adjusted as of and for the year ended June 30, 2024:
  - Capital assets and Construction in Progress, Investment in SAM, Accrued Vacation, Relief Refund Advance, Net Pension Liability and the related deferred inflows and/or deferred outflows of resources.
- The following accounts have been estimated for the interim periods presented:
  - Depreciation expense, interest income receivable from LAIF
- GASB Statements No. 87 (Lease) and No. 96 (Subscription-Based Information Technology Arrangements) have not been evaluated or implemented (if required) for the interim periods presented. Accordingly, assets and liabilities could be understated as a result. These standards will be evaluated and implemented as necessary at fiscal year-end.
- The statement of revenues, expenses, and changes in net position (unaudited) is presented using a simplified *single-step* approach, rather than subtotaling operating revenues with operating expenses and non-operating revenues with non-operating expenses separately. These presentation matters prescribed by GASB Statement No. 34 ¶100-101 are implemented for the fiscal year-end audited financial statements only.

#### Forecast (Budget):

- The forecasted (budgetary) financial information presented on the statement of revenues and expenses (unaudited) omits substantially all of the disclosures required by accounting principles generally accepted in the United States of America.

The effects of these departures have not been determined.

### Note 2 - Summary of Significant Assumptions

The budgetary information included on the statement of revenues and expenses (unaudited) presents, to the best of management's knowledge and belief, the District's expected results of operations for the fiscal year ending June 30, 2024. Accordingly, the budget reflects management's judgment as of June 15, 2023, the date the budget was approved, of the expected conditions and management's expected course of action. The assumptions disclosed herein are those that management believes are significant to the budget. There will usually be differences between the budgeted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

#### **Budgetary Assumptions - Statement of Revenues, Expenses and Changes in Net Position (Unaudited)**

- Projected Sewer Revenues assumes 8 new connections at \$4,700 per connection, and 3,232 ERUs of sewer service charges at \$755 per ERU.
- Operational and Administrative costs are expected to increase by approximately 5.7%.
- A return of 4% interest on average yearly invested reserves is expected. Management projects \$111,000 in interest revenues for the fiscal year.

# Selected Information (Continued)

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Granada Community Services District

For the Eight Months Ended February 29, 2024

## Note 3 - Other Matters

The financial statements are pending completion of the financial statement audit for the fiscal year ended June 30, 2023. There could be changes to these financial statements which could be material.

Subtotals and totals throughout this report may not exactly equal the sum of their components where decimals are not displayed.

**GRANADA COMMUNITY SERVICES DISTRICT**

# Administrative Staff Report

Period: Mar 15, 2024 to Apr 12, 2024  
 To: Board of Directors  
 From: Hope Atmore, Assistant General Manager  
 Date: April 18, 2024

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

**APPLICATIONS RECEIVED**

There were seven applications received during this period:

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

Shaded items were previously reported.

**PERMITS ISSUED**

There were no permits issued this period.

Permit No.	Class	Date	Owner/Agent	APN	Address	Sq. ft.	Zone
3247	1A	07/26/23	Parnovskiy	047-221-060	417 Ave Del Oro, EG	5,000	R1/S-17
3249	1A	08/03/23	Carey	048-013-790	167 Cortez Ave, Miramar	7,446	R1/S94
3250	CL3	08/22/23	Solloway	047-288-030	1230 Columbus St, EG	N/A	R1/S-17
3251	1A	09/08/23	Lopez	047-191-440	1127 Columbus St, EG	6,500	R1/S-17
3252	2A	09/18/23	Mayolegz LLC	047-031-440	169 Harvard Ave, Princeton	7,000	W/DR
3253	1A	09/18/23	Kybych	048-044-200	380 Medio Ave, Miramar	9,125	R1/S-94
3254	CL3	10/26/23	Irfan & Moin	048-032-070	0 Cortez Ave, Miramar	4,400	S-94

Shaded items were previously reported.

**SEWER HOOK-UPS** - There was one hook-up this period:

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

Shaded items were previously reported.

**SPECIAL NOTES:**

Granada Community Services District  
 FUTURE AGENDA ITEMS

#	Agenda Item	By	Est. Date	Notes
1	Update Records Retention Policy	Board	TBD	To occur with code/bylaws
2	GCSD FY 24/25 Budget	Staff	May	Poss. Spec. mtg/workshop
3	SSC Rate Study Presentation	Staff	TBD	Bartle Wells to present
4				
5				
6				
7				
8				
9				