



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA

BOARD OF DIRECTORS

SPECIAL MEETING AT 7:00 p.m.

REGULAR MEETING at 7:30 p.m.

Thursday, September 21, 2023

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

<p>Topic: GCS D Board Meeting Time: September 21, 2023 07:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/82642686214</p> <p>Meeting ID: 826 4268 6214</p>	<p>OR</p> <p>Dial by your location +1 669 444 9171 US</p>
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CALL SPECIAL 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 the agenda items, to postpone agenda items to a later date, or to table items indefinitely.

GENERAL PUBLIC PARTICIPATION

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

SPECIAL MEETING AGENDA

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)

- 2. Conference Involving a Joint Powers Agency – Sewer Authority Mid-Coastside. (Government Code Section 54956.96):**
CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION
Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9 *Ecological Rights Foundation v. Sewer Authority Mid-Coastside* (Case No. 3:18-CV04413)
Granada Community Services District representatives on Sewer Authority Mid-Coastside joint powers agency Board of Directors: Director Barbara Dye and Director Jen Randle (alternate).

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER AT 7:30 p.m.

ROLL CALL

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

- 1. Parks and Recreation Activities.**
 - a. Report on Granada Community Park and Recreation Center.
 - i. Consideration of conceptual approval of San Mateo County Library Outpost.
Recommendation: To be made by board.
 - b. Report on planned Recreation Program events.

2. Consideration of Approval of Ordinance No. 177 An Ordinance Regarding Compensation of Directors of the Granada Community Services District – First Reading.

- Recommendation:** 1. Read title and waive by motion the reading of the Ordinance.
2. Approve the ordinance subject to enactment after a second reading at a subsequent board meeting.

3. Consideration of Approval of Resolution to Amend Article III, Section B. of District Bylaws to Change Start Time for District Regular Board Meetings to 7:00 p.m.

Recommendation: Approve resolution.

4. Engineer's Report.

5. Report on Sewer Authority Mid-Coastside Meetings.

CONSENT AGENDA

- 6. August 17, 2023 Regular Meeting Minutes.**
- 7. August 24, 2023 Special Meeting Minutes**
- 8. September 2023 Warrants.**
- 9. August 2023 Financial Statements.**
- 10. Assessment District Distribution #3-23/24.**

COMMITTEE REPORTS

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

INFORMATION CALENDAR

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

ADJOURN REGULAR MEETING

At the conclusion of the August 17, 2023 Regular Meeting:
Last Ordinance adopted: No. 176
Last Resolution adopted: No. 2023-11

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

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



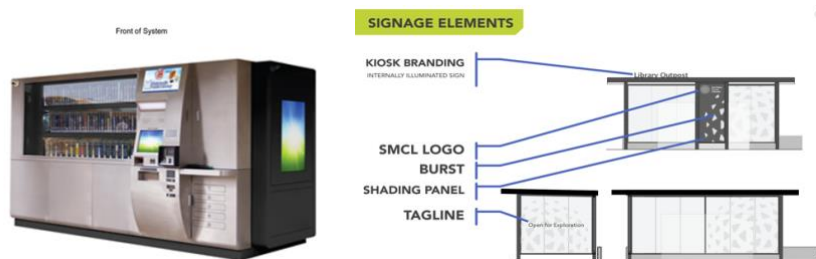
GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation Activities
Date: 09/21/23

Granada Community Park and Recreation Center:

LIBRARY OUTPOST - San Mateo County Libraries Director, Anne Marie Despain, reached out to the District regarding possible installation of a library outpost at the Granada Community Park or Recreation Center. Granada was specifically identified by the Library System as an ideal geographic location to help serve the mid-Coast. This outpost – much like a vending machine – is an external, stand-alone facility that would allow community members to access holds, download books, and browse the the library catalog without traveling to a library branch. While the location and size of such an outpost will need to be further reviewed, Staff is asking that the Board consider conceptual approval of such an outpost so that it can be included in the project description and future studies.



NOISE ANALYSIS – Due to change in project description to include potential outdoor activities beyond the park's normal operation hours, a noise analysis is required as an appendix to the environmental document. Staff and Committee Member Dye will give Montrose-Horizon a list of expected programming, both within and outside of normal operating hours. Montrose-Horizon will partner with Baseline Environmental Consulting as a sub-consultant and the additional cost will approximately \$10,000.00.

Recreation Activities:

REIMBURSEMENT TO CITY OF HALF MOON BAY – Per the Parks & Recreation Services Funding Agreement between the City of Half Moon Bay and Granada Community Services District, a payment of \$73,717.24 is included in the September warrants to cover the 18.2% of the Districts park related expenses for FY 22/23.

EL GRANADA ELEMENTARY PTO – FUNDRAISER – GCSD will once again sponsor the EGE PTO FundRun as a Silver Level Sponsor (\$300). GCSD sponsored last year and it is a great opportunity to get our name out to the community and support recreational activities.

OTHER UPCOMING ACTIVITIES –

- Coastside CERT Great ShakeOut Event, September 23, 9:00 a.m. to Noon.
- Movie Night, September 30 at 7:30 p.m.
- Nature Journaling with Coastside Land Trust – Two part workshop, October 2 & 8.
- BORP postponed until Spring
- RampJam (4th in series) October 7, 2:00-8:00 p.m.
- Recycling Day, October 21, 8:00 a.m. to Noon.



GRANADA COMMUNITY SERVICES DISTRICT

Board of Directors

*Nancy Marsh, President
Jen Randle, Vice President
Matthew Clark, Director
Barbara Dye, Director
Jill Grant, Director*

September 21, 2023

Mr. John Doughty
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Re: 22/23 FY Reimbursement (Parks Pass-through)

Dear Mr. Doughty:

Pursuant to the Parks & Recreation Services Funding Agreement between the City and the GCSD, please find enclosed a check for \$73,717.24, which represents 18.2% of the District's park related expenses in fiscal year 2022/23.

Please feel free to contact me if you have any questions.

Sincerely,

GRANADA COMMUNITY SERVICES DISTRICT

Hope Atmore
Assistant General Manager

Enclosures

cc: Chuck Duffy
Board of Directors

**Granada Community Services District
2022/23 FY Park Expenditures**

REIMBURSEMENT TO THE CITY OF HALF MOON BAY
Pursuant to Parks & Recreation Services Funding Agreement
Dated August 28, 2023

	07/01/22 - 06/30/23	
5110 RCD - Parks	\$	2,633.75
5130 Parks & Rec Professional Svcs	\$	288,979.40
6310 Park Related Misc Expenses	\$	113,426.64
Total Parks Expenditures:	\$	405,039.79
% of GCSD Prop. Tax Revenue from City of HMB:		0.182
Reimbursement Amount:	\$	73,717.24

*There were no fees for county staff time, legal, or projects during this period.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Consideration of Ordinance 177 Regarding Compensation of Directors of the Granada Community Services District.
Date: September 21, 2023

At the August 17, 2023 Regular Meeting, General Manager Duffy reviewed director compensation rates of comparable Special Districts in the area and reported that a 5% increase was permissible year over year. GCSD Board Directors have not had an increase in compensation since September of 2002. Per Board direction at the August 17, 2023 meeting, Staff is presenting the Board with Ordinance 177 which will increase the Director compensation to \$190 per meeting. For the ordinance to be approved and adopted, the Board must read the title of the ordinance, waive by motion the reading of the Ordinance, and approve the ordinance subject to enactment after a second reading at a subsequent board meeting.

Staff recommends the following:

1. Read the title of the Ordinance and waive by motion the reading of the Ordinance.
2. Approve the Ordinance subject to enactment after a second reading at a subsequent board meeting.

GRANADA COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 177

AN ORDINANCE REGARDING COMPENSATION OF DIRECTORS OF THE GRANADA COMMUNITY SERVICES DISTRICT

The Board of Directors of the Granada Community Services District ordains as follows:

Section 1. Each Member of the Board of Directors of the Granada Community Services District shall receive compensation for each day's attendance at a meeting of the Board and for each day of service rendered as a Director, not exceeding a total of six days in any calendar month. The amount of compensation for attendance at each meeting of the Board or each appointed committee meeting, and for each day of service rendered as a Director by the prior request of the Board, shall be \$190. A day of service rendered as a Director is defined as:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.
- (4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.
- (5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

In addition, each Director shall be entitled to compensation for incidental expenses incurred in the performance of the Director's responsibilities pursuant to District

Bylaw Regarding Financial Procedures for Reimbursable Expenses and Required Ethical Training.

Section 2. District Ordinance 152 is hereby repealed and replaced.

Section 3. In accordance with the California Environmental Quality Act (“CEQA” – Public Resources Code Section 21000 and following) and the regulations promulgated pursuant to CEQA (“the State CEQA Guidelines”), the District Board finds that this Ordinance is not a project for the purposes of CEQA or the State CEQA Guidelines.

Section 4. Within 15 days after passage, this Ordinance shall be entered in the minutes of the District Board and shall be published once in the Half Moon Bay Review, or such other newspaper of general circulation in the County of San Mateo as may be determined by the District General Manager, with the names of the members voting for and against the ordinance. This Ordinance is effective 30 days from the date of final passage.

The above and foregoing Ordinance was regularly introduced at a meeting of the Board of Directors of the Granada Community Services District held on the 21st day of September, 2023, and approved by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Attest:

Nancy Marsh, President

Countersigned:

Hope Atmore, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors

From: Hope Atmore, Assistant General Manager

Subject: Consideration of Changing Regular GCSD Board Meeting Starting Time to 7:00 p.m.

Date: September 21, 2023

Per the request of members of the Board at the August 17, 2023 Regular Meeting, Staff recommends changing the start time of the Regular Meeting of the Board from 7:30 p.m. to 7:00 p.m. and amending District Bylaws, Article III, Section B to read as follows:

The regular meeting of the District Board shall be held on the third Thursday of each month at 7:00 p.m. at the meeting room of the Granada Community Services District office located at 504 Avenue Alhambra, 3rd Floor, El Granada, California, unless the regular meeting day is a holiday, in which case the meeting shall be held at a date and time to be determined by the Board.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2023-12

RESOLUTION CHANGING TIME OF REGULAR MEETING OF BOARD OF DIRECTORS

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

WHEREAS, Article III, Section B, of the District Bylaws states that regular meetings of the Board of Directors begin at 7:30 p.m.; and

WHEREAS, an earlier start time would benefit the Board of Directors and the public; and

WHEREAS, the Board of Directors wishes to change the start time to 7:00 p.m.;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the District that in consideration of the foregoing findings and determinations, Article III, Section B, of the District Bylaws shall be amended to change the start time of regular meetings and shall now read as follows:

The regular meeting of the District Board shall be held on the third Thursday of each month at 7:00 p.m. at the meeting room of the Granada Community Services District office located at 504 Avenue Alhambra, 3rd Floor, El Granada, California, unless the regular meeting day is a holiday, in which case the meeting shall be held at a date and time to be determined by the Board.

The above and foregoing Resolution was duly and regularly passed and adopted at a meeting of the Board of Directors of the District held on the 21st day of September, 2023, by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Attest:

Nancy Marsh, Board President

Countersigned:

Hope Atmore, District Secretary

September 13, 2023

Memorandum

To: Granada Community Services District
From: John H. Rayner, District Engineer
Subject: Engineer's Report for September 2023

6-Year CIP, Project 2

Construction is complete and GCSD filed a Notice of Completion with San Mateo County on July 26. It's been more than 30 days since the Notice was filed, and no claims have been received by GCSD. Accordingly, GCSD should now pay Koios Engineering the five percent retention (\$28,005) which is included in this month's warrants.

Big Wave

Construction of the Airport Street mainline sewer is complete and meets GCSD specifications. However, the County has rejected the Contractor's trench pavement and the County will not sign off on its encroachment permit until the trench pavement is approved. The Contractor is responsible for repairing the pavement to meet County requirements. Also, for record purposes, GCSD needs to receive plans from the Contractor showing any changes in design made during construction. We will not recommend dedication of the mainline extension to the GCSD collection system until these issues are resolved. Paving on Airport St is scheduled for Sept 19-20.

To lower GCSD connection fees for its planned building on Lot 4, Big Wave has proposed eliminating the bathrooms in each of the 11 units in the building and replacing them with 2 single use bathrooms to serve the entire building. GCSD has asked Big Wave to provide further detail on its proposal.

Harbor Village RV Park

Construction of the RV Park at 100 Capistrano Road is underway. The project includes a new manhole on District sewer at the intersection of Capistrano Road and Pillar Point Harbor Boulevard. We witnessed the manhole test and it passed. We will inspect it again when the manhole rim, cover and asphalt are finished. If acceptable, District will issue a formal notice of acceptance.

We are also reviewing construction of the Park's onsite sewers and have a call in to check on the status of construction.

Memorandum

Granada Community Services District
September 13, 2023

Pillar Point Harbor RV Park Public Restroom Project

Construction is underway and is anticipated to complete this month.

Pillar Point Harbor Sewage Meter

We are seeking addition information on the meter installation from the contractor that installed the sewage meter.

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

SRT Consultants is working on the design of the replacement of SAM's Montara Force Main. We expect to soon receive a copy of SRT's design submittal.

Exponent, retained by SAM to evaluate the New Year's Eve ductile iron pipe failure on SAM's Montara Force Main, submitted its revised report to SAM on August 16th.

Update of GCSD Standard Specifications and Details

We are continuing to review of the 2003 GCSD standard specifications and construction details and incorporating proposed changes into draft documents. We expect to have the draft documents available for review later this month.



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, September 11, 2023

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87381557399?pwd=dUdMUTNoMGVTK0g0Q0tJNDhzMFFWZz09>

Meeting ID: 873 8155 7399

Passcode: 406926

• +1 305 224 1968 US

Meeting ID: 873 8155 7399

Passcode: 406926

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.

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

1. CALL TO ORDER

A. Roll Call:

Chair: Kathryn Slater-Carter (MWSD)

Vice-Chair: Barbara Dye (GCSD)

Secretary/Treasurer: Deborah Ruddock (HMB)

Director: Dr. Deborah Penrose (HMB)

Director: Peter Dekker (MWSD)

Director: Matthew Clark (GCSD)

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

Members of the public are welcome to provide publiccomment in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments so submitted prior to 7 pm on September 11, 2023 will be read out loud during the discussion of the respective item(s) identified in the e-mail; written comments without such identification shall be read during this Item. Members of the public may also provide comments in person, telephonically, or electronically on individual items on the agenda following recognition by the Board Chair presiding over the meeting.

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

- A. Approve Minutes of August 28, 2023 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for September 11, 2023 (**Attachment**)

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

- A. Discuss Authority Cash Position and Reserves (Current and Future Anticipated) (**Attachment**)
- B. Proposed General Budget Amendment for Fiscal Year 2023/24 (Information and Board Action as Appropriate). (**Attachment**)
- C. Authorize Award of a Contract to JMB Construction for the Princeton Pump Station Rehabilitation Project in the Amount of \$1,637,650 Per the Lowest Responsive Bid (**Attachment**)

5. GENERAL MANAGER’S REPORT

6. ATTORNEY’S REPORT

- A. PFAS Regulatory and Legislative Developments (**Attachment**)

7. DIRECTORS’ REPORT

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

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

- A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
(Two potential cases)
- B. CONFERENCE WITH LEGAL COUNSEL — PENDING LITIGATION

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

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code 54957- Title: General Manager

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code 54957- Title: General Counsel

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: September 25, 2023 and October 9, 2023

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

INFORMATION FOR THE PUBLIC

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

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

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SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Regular Board Meeting 7:00 PM, Monday, August 28, 2023

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

Chair Slater-Carter will be attending the meeting via Zoom from the Monterey Marriot, located at 350 Calle Principal, Monterey California, USA 93940. This meeting will be held in-person and via zoom for public participation. Access to this meeting will be available to the public via in person attendance, or by either computer web-link or telephone audio as noted below.

Join Zoom Meeting

<https://us02web.zoom.us/j/81325628520?pwd=WnpycmFscTJnQINSaXNwN1BZSVRJUT09>

Meeting ID: 813 2562 8520

Passcode: 593543

Dial by your location

+1 669 444 9171 US

Please note that this meeting will be held in person at the SAM Administration Building. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting, and the Zoom component is not otherwise legally required, but rather is being offered as a convenience to the public, if there are technical issues during the meeting, this meeting will continue and will not be suspended.

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1. CALL TO ORDER

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

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

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

- A. Approve Minutes of August 14, 2023 Regular Board Meeting (**Attachment**)
- B. Approve Disbursements for August 14, 2023 (**Attachment**)
- C. Monthly Revenue and Expense Report for Period Ending July 31,2023 (**Attachment**)
- D. Accept the Quarterly Financial Report for the 4th Quarter of Fiscal Year 2022-23 (**Attachment**)
- E. Authorize SAM Chair to Send a Response Letter to Governor Newsom to include most of San Mateo Coastside from Phase 1 of the California Middle-Mile Broadband Initiative (**Attachment**)

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

- A. Status Update on Hydrodynamic Flood Modeling Being Done by Integral Consulting, Inc
- B. Report on Evaluation of the Montara Force Main Failure during Winter Storms Dec 2022 and Jan 2023 (**Attachment**)
- C. Discussion on Infrastructure Planning at SAM. (**Attachment**)

5. GENERAL MANAGER’S REPORT

- A. Managers Monthly for July 2023

6. ATTORNEY’S REPORT

7. DIRECTORS’ REPORT

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

9. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the*

Ralph M. Brown Act.)

- A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
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(Half Moon Bay v. Granada CSD, Montara WSD & Sewer Authority Mid-Coastside)

- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code
54957- Title: General Manager

- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code 54957- Title: General Counsel

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

11. ADJOURNMENT

- Upcoming Regular Board Meetings: September 11, 2023 and September 25, 2023

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

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SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Tim Costello, Plant Superintendent
DATE: August 28, 2023
SUBJECT: **Monthly Manager’s Report – July 2023**

Executive Summary

The purpose of this report is to keep the Board and public informed of SAM’s day-to-day operations.

Fiscal Impact

There is no fiscal impact from this report.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan Goal 5.5: *“Operations and maintenance should be proactively planned, and the Board shall be kept up to date on progress on operations and maintenance issues.”*

Background and Discussion/Report

The following data is presented for the month of July 2023.

Key Indicators of Performance

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

Flow Report (See Attachment A)

Half Moon Bay	0.748	60.90%
Granada CSD	0.239	19.43%
Montara W&SD	0.242	19.67%
Total	1.228	100%

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Administration

There was one Regular Board Meeting in the month of July, and no public records request. There were three articles in the Half Moon Bay Review mentioning SAM, Sewer Authority to Reconsider Revised Budget for Montara (July 5, 2023), Gathering on Wavecrest Open Space Honors Lohman (July 13, 2023), Contentious Sewer Budget Finally Passes (July 26, 2023). There were seven mentions of SAM in Coastside Buzz, HMB City Council Special Meeting Approves 2023-2024 SAM Budget Committing to Keep Sewer Plant Operations Going (July 5, 2023), MWSD Special Meeting Reapproves SAM 2023-24 Budget but Prepares for Future by Starting Fund to Pay for the Sewer Force Main at Montara (July 5, 2023), Sewer Authority Mid-Coastside's Trash, Rags, and Wipes Bar Screens are Upgraded to Stainless Steele (July 6, 2023), SAM Prepares for Storm Flooding with New Raised Water Resistant Pumps (July 13, 2023), Santa Clara Superior Court Sets 2024 Date for Appeal Review for HMB vs GCSD and MWSD Sewer Lawsuit (July 13, 2023), HMB Raises Residential Sewer Charges (July 27, 2023), and Stormwater Problems?! (July 27, 2023). There has been no lost time work accidents since September 10, 2019. There were no new hires in the month of July, and three anniversaries, Kishen Prathivadi, General Manager, 8 Years (July 6, 2015), Felipe Preciado, Collections Maintenance, 4 Years (July 8, 2019), and Callie Pacheco, 1 Year, (July 1, 2022).

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 a wet weather flow storage as originally designed.

We continue to use sodium hydroxide for PH adjustment along with Alum, (aluminum chloride) and polymer to aid in settling in the secondary clarifier. These are being added 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 as well.

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

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In the beginning of the month we had the field staff go through Hazwoper training, (Hazardous Waste Operations & Emergency Response), this is training that the staff goes through every year.

We did have a zoom meeting with RF Mac Donald regarding boiler issues and ordering. Trying to work with the BAAQMD to sort some things out but we also had questions. It's a process and we will get through it. It will take time but we want to make the facility gets what is needed for the long term operation.

We switched aeration basins to get 3 and 4 in service prior to wet weather. We started with basin #4 and once stabilized we would get three up and running. It was a bumpy road as we expected so that was no surprise. There were no effluent violations the process just didn't look very nice for about a week. There was jar testing involved as well as chemical addition and BioStar, (we call it sea monkeys). BioStar is a bio augmentation of supplemental bacteria to help the biomass. You'll be happy to know that as of this report preparation both basins are up and things look much better.

Towards the end of the month we had a minor bit of excitement. While the crew was going to the stations there was smell of very hot wires upon entering the Portola station. It turned out to be an old electrical connector that was in the lower part of the control panel. Calcon was at a nearby station and was able to correct the problem right away. The connector was replaced as well as a short wire section and should be trouble free into the future.

During the month of July 2023 rainfall was slightly below historic normal for Half Moon Bay. The 10-year average for the area is 0.144 inches of rain in July, (0.16 inches is considered to be normal, this year we received 0.14 inches, so we right at the 10 year average). This web link has some very useful data for our area, <https://ggweather.com/hmb/>. Rainfall totals were as follows: 0.14 inches, (from the NOAA gauge at the plant). Our roof top had 0.10 at the plant, 0.11 inches in the GCSD service are, and 0.17 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 July 2023.

- 7/1/2023 – Saturday- Daily ops rounds and duties. Add chemicals to MLSS effluent. Replace polymer with new tote that we use for mixing to add for solids settling.
- 7/2/2023 – Sunday- Daily ops rounds and duties. Add chemicals to process. Bar screen rag bin full pull rags to the sides to make room. No unusual issues.

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- 7/3/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. Forklift training for a couple members of the crew. Lock out /Tag out influent pump #8, loose belts.
- 7/4/2023 – Holiday- Daily ops rounds and duties. Add chemicals to MLLS effluent. Janitors here at office cleaning the carpet and floors. Fill and replace a couple mixed polymer totes.
- 7/5/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. Core 1 Neuros blower 1 fail, heavy vibration caused fail, reset it and was ok. Ferric delivery. Du All Hazwoper training to all staff. Short Ops meeting.
- 7/6/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. Switch primary sludge pump form 4 to 5. Set trash pump and recirculate influent wet well. Another Ops meeting.
- 7/7/2023 – Daily ops rounds and duties. Run 4” trash pump inside influent wet well to break up debris. Wash down sections of secondary to remove algae and solids. Add chemicals to MLSS effluent.
- 7/8/2023 – Saturday- Daily ops rounds and duties. Add chemicals to MLSS effluent. Clean ferric filters. Fill up and switch a couple mixed polymer totes.
- 7/9/2023 – Sunday- Daily ops rounds and duties. George not feeling well, went home, David in to work for geo. Add chemicals to MLSS effluent. Mix and switch a couple polymer totes. Nothing unusual.
- 7/10/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. PAX-ALUM delivery to plant. Open air to aeration basin #4 to test diffusers. Pick up Alpha lab samples.
- 7/11/2023 – Daily ops rounds and duties. Found digester sludge at high temp, back flushed recirculation line to break possible blockage in line. Add chemicals to MLSS effluent. Observed higher than normal flow at Princeton pump station, Mechanics performed confined space to inspect check valve and found debris inside.
- 7/12/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. Open and Inspect sludge heat exchanger found minimal debris. Mix a couple polymer totes. Turn off pumps at MONTARA and PRINCETON pump stations for a few hours PG&E energy program.
- 7/13/2023 – Daily operator rounds and duties. Add chemicals to MLSS effluent. Perform weekly inventory for the plant. Zoom meeting with RF McDonald regarding boiler purchasing. Check DO in the MLSS tank with a portable DO meter and found similar readings to the DO probes. Organize empty

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polymer totes to send out soon. Pre-Bid meeting regarding PRINCETON pump station. Tim had a meeting with HMB regarding Collection maintenance program.

- 7/14/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. Switch chemical pumps, and clean the filters. Run and test all influent pumps. Organize empty polymer totes for pick up. Switch #1 water pump, #1 lag, #2 lead.
- 7/15/2023 – Saturday- Daily ops rounds and duties. Heavy solid build up in Influent well, run hose to break up solids throughout the day. Fill up and switch a couple polymer totes. Add chemicals to MLSS effluent.
- 7/16/2023 – Sunday- Daily ops rounds and duties. Add chemicals to MLSS effluent. Power failure at PORTOLA and PRINCETON pump station, called on call operator to go inspect stations.
- 7/17/2023 – Daily ops rounds. Slightly increase chemical rate to MLSS effluent. Prep for Aeration basin transfer from AB#1/2 to AB#4 by moving equipment throughout the plant.
- 7/18/2023 – Transfer day, from AB1/2 to AB4. Shut off PORTOLA pump station early in the morning to stop flow to plant. Open AB4 effluent gates to backflow into basin. Once AB1/2 level low enough we installed plugs at effluent to stop back flow. Open channel to AB4 and start pumping Activated sludge into AB4 with 4” trash pumps. Continued to fill and monitor AB4 throughout the day. Fill up and switch polymer totes. Add polymer to MLSS influent to control foam in the basin. No wasting of activated sludge.
- 7/19/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent also add polymer to MLSS influent to control foam. Wash down sections of AB1 and AB2. Wasted to RDT about 20,000 gallons. Continue to monitor plant process. Adjust dissolved oxygen for AB4. Move and relocate equipment around the plant. Cid Young, recently appointed director for MWSD, came to the treatment facility for a plant tour with Superintendent Tim.
- 7/20/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent. Did not waste from MLSS basin due to low concentration but did waste with trash pump from AB1/2 to RDT. Add a bucket of Bio- star (sea monkeys) to MLSS tank to increase bugs. Clean contact basin #1. Continue to monitor plant throughout the day. Portola pump station pump # 2 was removed for service.
- 7/21/2023 – Daily ops rounds and duties. Check AB4 TSS with probe (2300 mg/l). Add chemical to MLSS effluent. Mix a couple polymer totes. Use 4 inch trash

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pump to waste from AB1 to RDT for a couple hours. Add 1 bucket of BIOSTAR to AB4 to increase concentration.

- 7/22/2023 – Saturday- Daily ops rounds and duties. Add chemicals to MLSS effluent. Add 1 bucket of BIOSTAR to increase concentration. Mix and replace a couple polymer totes.
- 7/23/2023 – Sunday- Daily ops rounds and duties. Add chemicals to MLSS effluent. Measure MLSS concentration early in the morning (2560 mg/l). Skim contact basins a few times during the day because of high solids in the surface.
- 7/24/2023 – Daily ops rounds and duties. Add chemicals to MLLS effluent and influent. Replace ALUM PAX tote. HYPO delivery to Princeton pump station. Switch influent pumps from #7 to #6. Measure MLSS with portable probe (2730mg/l). Access roof hatch was replaced on the admin building.
- 7/25/2023 – Daily ops rounds and duties. Add chemicals to MLSS effluent and polymer to MLSS influent to control foam. Use 4 inch trash pump to bump clean contact basin during the day. Perform a few jar tests with polymer and activated sludge and found out that we are possibly over feeding, did reduce polymer dosage and alum. Disabled Aeration shutdown to avoid a high spike of DO. Did reduce wasting due to lower MLSS concentration. Inspector from the Bay Area Air Quality Management District, (BAAQMD), came by to issue a notice of violation for hot water boiler # 1. Hot water boiler # 1 was installed in the mid to late 90's and is not meeting the current air quality standards.
- 7/26/2023 – Daily OPS rounds and duties completed. Added less Dilute Polymer and stayed the same on Alum to AB effluent. No more polymer to Aeration Basin influent. Bump Cleaned the Contact Tank 2 several times throughout the day. Changed the Dilute Polymer Concentration from 1.5 gallons neat Polymer to 250 gallons to 0.25 gallons Neat Polymer to 250 gallons. Changed the Chlorine in the RAS from 55 to 48 lbs. Monthly Plant Eyewash Stations check completed. Monthly above Ground Storage Diesel Storage Tank check completed for the Plant, Montara, Portola, and Princeton Pumps stations.
- 7/27/2023 – Daily OPS rounds and duties completed. Contact Tank 2 was pumped down and cleaned. Cl2 residual out of spec, too low; step added Chlorine to help bring back up (most likely due to the Contact Tank cleaning). This caused a spike in Chlorine; Bisulfite was added to avoid an incident. No incident occurred, chemicals settled back to within range. Smoking wires at Portola Pump Station were detected. Calcon out to look at issue, it was a poor connection on an older connector, connector and wire was replaced to resolved it. Andreini Bros. Dropped off equipment for work

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next week. Changed the suction of WAS pump 2 to pull from Secondary Clarifier 2 sump. Samplers' hoses and jugs were cleaned.

- 7/28/2023 – Daily ops rounds. Add low dose polymer to MLSS effluent and alum. Clean contact basin #2. Replace tubing in the effluent sampler. Adjust RDT settings throughout the day. Mix chemicals for DEOX analyzer in the effluent building.
- 7/29/2023 – Saturday- Daily ops round and duties. Add chemicals to MLSS effluent. Add caustic soda to primary effluent for PH control. CEPT polymer pump not pumping remove and clean found debris inside.
- 7/30/2023 – Sunday- Daily ops rounds and duties. ADD chemicals to MLSS effluent. Mix a couple polymer totes.
- 7/31/2023 – Daily ops rounds and duties. RF McDonald here working on boiler #1 for compliance with state but could not fix issue, currently Boiler # 1 is locked out for safety. Load metal and piping material in debris box get ready for pick up. Add chemicals to influent and effluent of aeration basin.

Other activities are listed below:

There were 11 deliveries (approximately 6,650 gallons) of trucked waste discharged at the SAM Plant for a total revenue of \$ 665.00. There were no leachate deliveries to the SAM IPS line in the month of July 2023, for a total leachate volume of 0 gallons.

The NPDES data report for July 2023 is attached reference (Attachment B).

On a side note I wanted to share a couple pictures of where Pilarcitos creek came into the plant this past winter and some work we have done to help prevent a reoccurrence. These is what occurred on Jan 31, 2022



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This shows the work as recently completed



I know it is hard to see but the block elevation is higher than the soil by the trees. These are very large heavy concrete blocks with sealer between them. There was 180 LF of blocks installed on this project. The blocks need to be placed with heavy equipment then base was backfilled against them. The yellow paint is a safety feature for visibility.

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Contract Collection Services

The SAM crew cleaned 24,355 feet of sewer line and responded to fifteen service calls in contract service areas. Eight were sewer line related and seven were maintenance service calls. Seven of the callouts were during regular business hours or started during regular business hours. The other eight were after hour calls. Two calls were in HMB, twelve calls were in the MWSD service area, and one call was in the GCSD service area during the month of July 2023.

HMB – The service call in HMB was as follows; 7/24 - New battery and ebox installed in smart cover. Reestablished communication to confirm functionality.

The maintenance call in HMB was as follows; 7/23 - Bell moon station trouble alarm. Found station as normal upon arrival. Cleared alarms and checked station for normal operation.

GCSD – The service call in the GCSD was as follows; 7/18 - Call for garage sink back up. When crew arrived they observed no water in clean out, they flushed the main to confirm there was no blockage. Crew advised resident they would need to contact a plumber to resolve issue.

There were no maintenance service calls in the GCSD service area in the month of July 2023.

MWSD – The sewer line related call in the MWSD area was as follows; 7/1 - Smart cover alarm for a high level, found a little bit of paper built up causing high level issue, removed paper and realigned cover. 7/3 - Call for a backup. Crew arrived and flushed the main finding no obstructions. Plumber was onsite and was able to clear blockage while crew was at location. 7/11 - Installed new ebox on smart cover, confirmed it was working properly and is back in service. 7/21 - Call for asphalt bump rising in front of house. Main lines in area are gravity and flowing, not sure what the cause is. Water depart was called first and told the resident to contact us. County issue perhaps? 7/27 - Home is on a grinder pump and the owner was looking for a possible line break. Staff gave direction on likely of where grinder pump ties into main line based on available tie in locations. 7/28 - Home on grinder

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from yesterday, owner found the clean out at property line. Homeowner though it was district responsibility from cleanout to main, staff advised that it is the owner's responsibility all the way to the main line.

The July 2023 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 (0) category 4 SSO's, during the month of July 2023. **note that the category 4 is new effective this month, (0 to 49 gallons).

Staff Recommendation

Staff recommends that the Board receive the Manager's Report for July 2023.

Supporting Documents

Attachment A: Monthly Flow Report July 2023

Attachment B: Monthly NPDES Report July 2023

Attachment C: Collection System Data July 2023

Attachment D: Contract Collection Service Report July 2023

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Attachment A

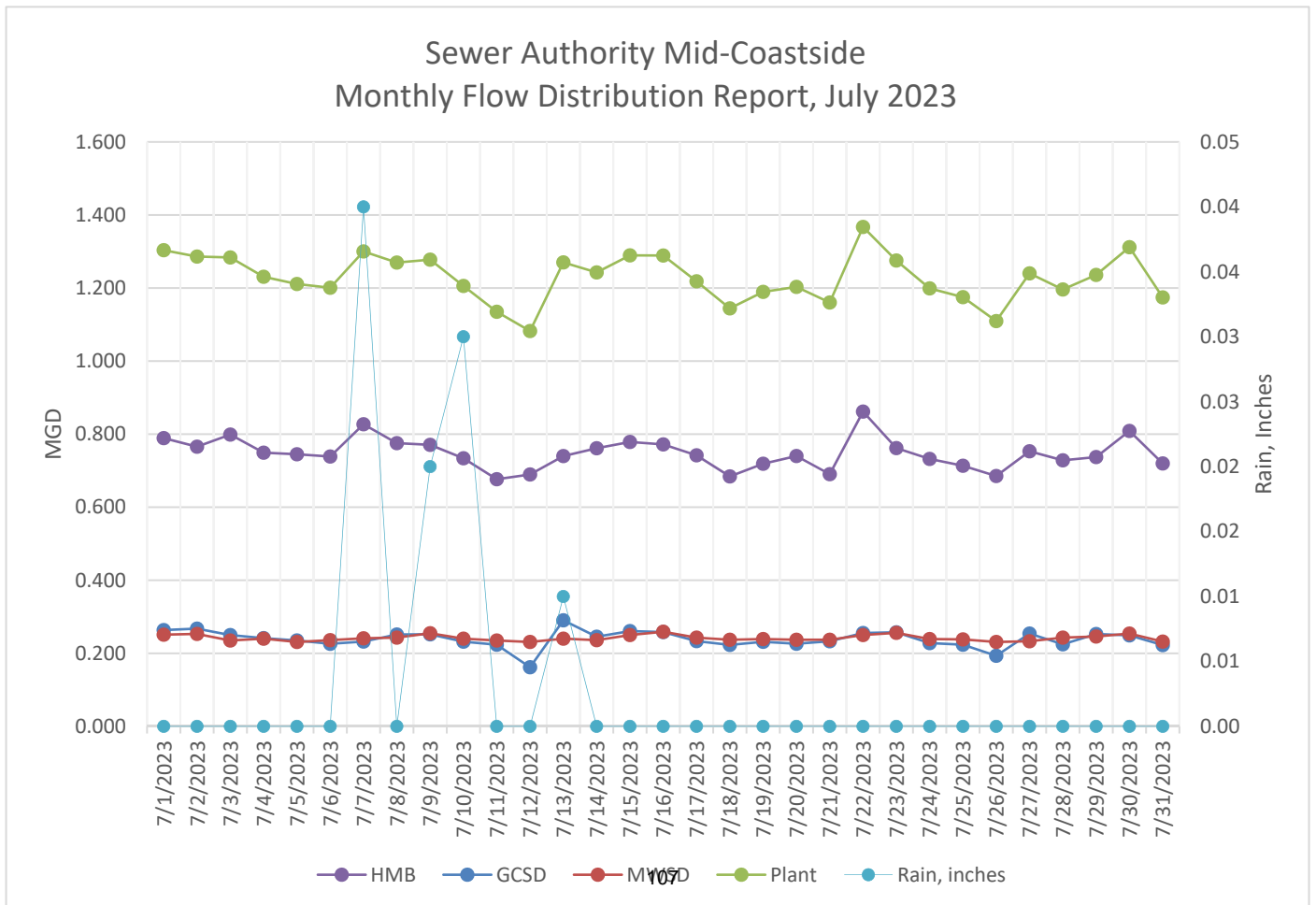
Flow Distribution Report Summary for July 2023

The daily flow report figures for the month of July 2023 have been converted to an Average

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

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.748	60.90%
Granada Community Services District	0.239	19.43%
Montara Water and Sanitary District	<u>0.242</u>	<u>19.67%</u>
Total	1.228	100.0%



Sewer Authority Mid-Coastside

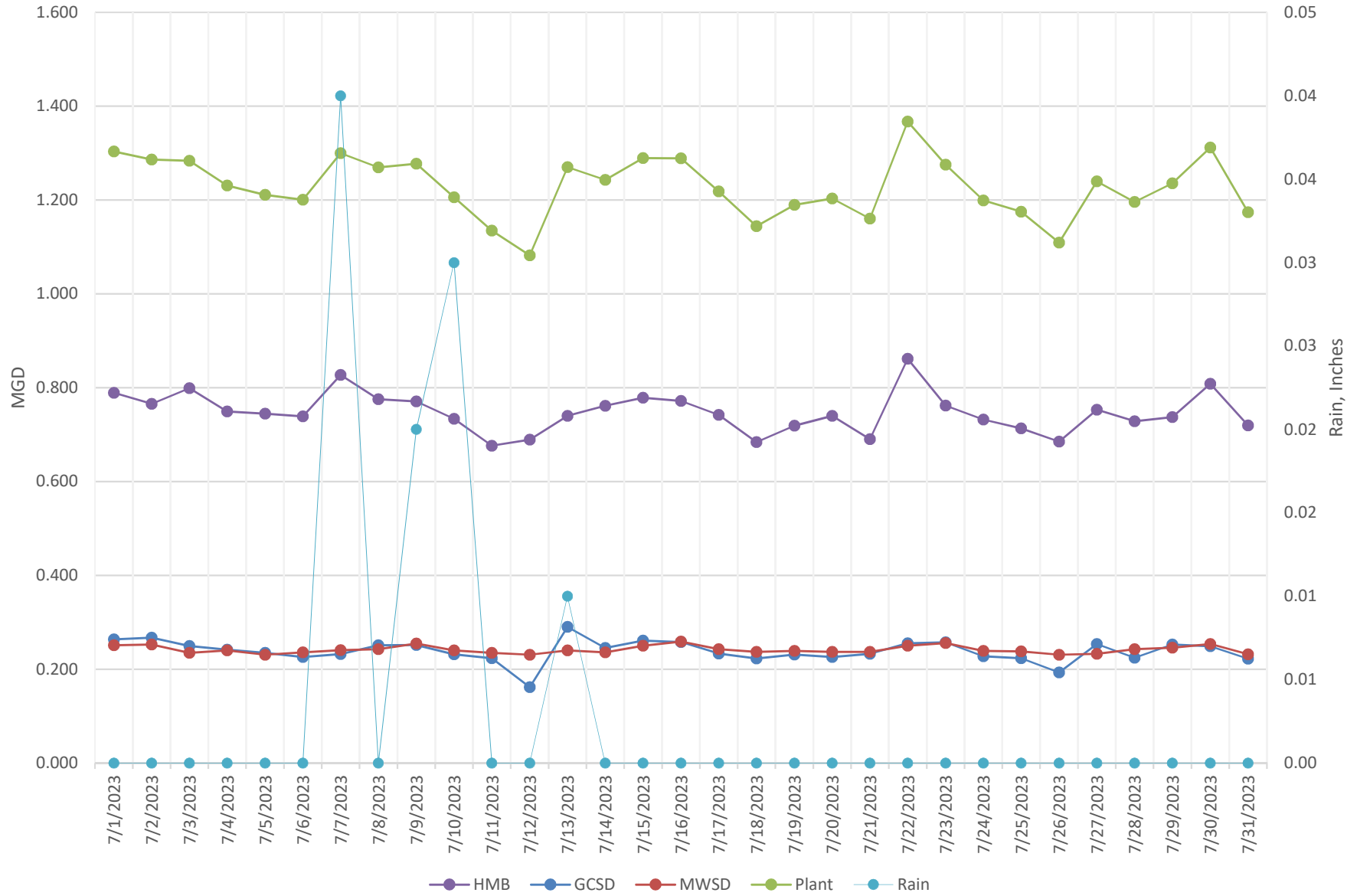
Monthly Flow Distribution Report for July 2023

<u>Date</u>	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
7/1/2023	0.789	0.264	0.251	1.304	0.00	0.00	0.00
7/2/2023	0.766	0.267	0.253	1.286	0.00	0.00	0.00
7/3/2023	0.799	0.250	0.235	1.284	0.00	0.00	0.00
7/4/2023	0.749	0.242	0.240	1.231	0.00	0.00	0.00
7/5/2023	0.745	0.235	0.231	1.211	0.00	0.00	0.00
7/6/2023	0.739	0.226	0.236	1.201	0.00	0.00	0.00
7/7/2023	0.827	0.232	0.241	1.300	0.04	0.04	0.06
7/8/2023	0.775	0.251	0.243	1.270	0.00	0.00	0.00
7/9/2023	0.771	0.252	0.255	1.278	0.02	0.01	0.04
7/10/2023	0.734	0.232	0.240	1.206	0.03	0.05	0.04
7/11/2023	0.677	0.223	0.235	1.135	0.00	0.00	0.00
7/12/2023	0.690	0.162	0.231	1.082	0.00	0.00	0.01
7/13/2023	0.740	0.290	0.240	1.270	0.01	0.01	0.01
7/14/2023	0.761	0.245	0.236	1.243	0.00	0.00	0.01
7/15/2023	0.779	0.261	0.250	1.290	0.00	0.00	0.00
7/16/2023	0.772	0.258	0.259	1.289	0.00	0.00	0.00
7/17/2023	0.742	0.233	0.243	1.218	0.00	0.00	0.00
7/18/2023	0.684	0.223	0.237	1.144	0.00	0.00	0.00
7/19/2023	0.719	0.232	0.239	1.190	0.00	0.00	0.00
7/20/2023	0.740	0.226	0.237	1.203	0.00	0.00	0.00
7/21/2023	0.690	0.233	0.237	1.160	0.00	0.00	0.00
7/22/2023	0.862	0.256	0.250	1.367	0.00	0.00	0.00
7/23/2023	0.762	0.257	0.256	1.275	0.00	0.00	0.00
7/24/2023	0.732	0.228	0.239	1.199	0.00	0.00	0.00
7/25/2023	0.714	0.223	0.238	1.175	0.00	0.00	0.00
7/26/2023	0.685	0.193	0.231	1.110	0.00	0.00	0.00
7/27/2023	0.753	0.254	0.233	1.240	0.00	0.00	0.00
7/28/2023	0.728	0.225	0.243	1.196	0.00	0.00	0.00
7/29/2023	0.737	0.253	0.246	1.236	0.00	0.00	0.00
7/30/2023	0.809	0.249	0.254	1.312	0.00	0.00	0.00
7/31/2023	0.720	0.223	0.232	1.174	0.00	0.00	0.00
Totals	23.189	7.399	7.491	38.079	0.10	0.11	0.17

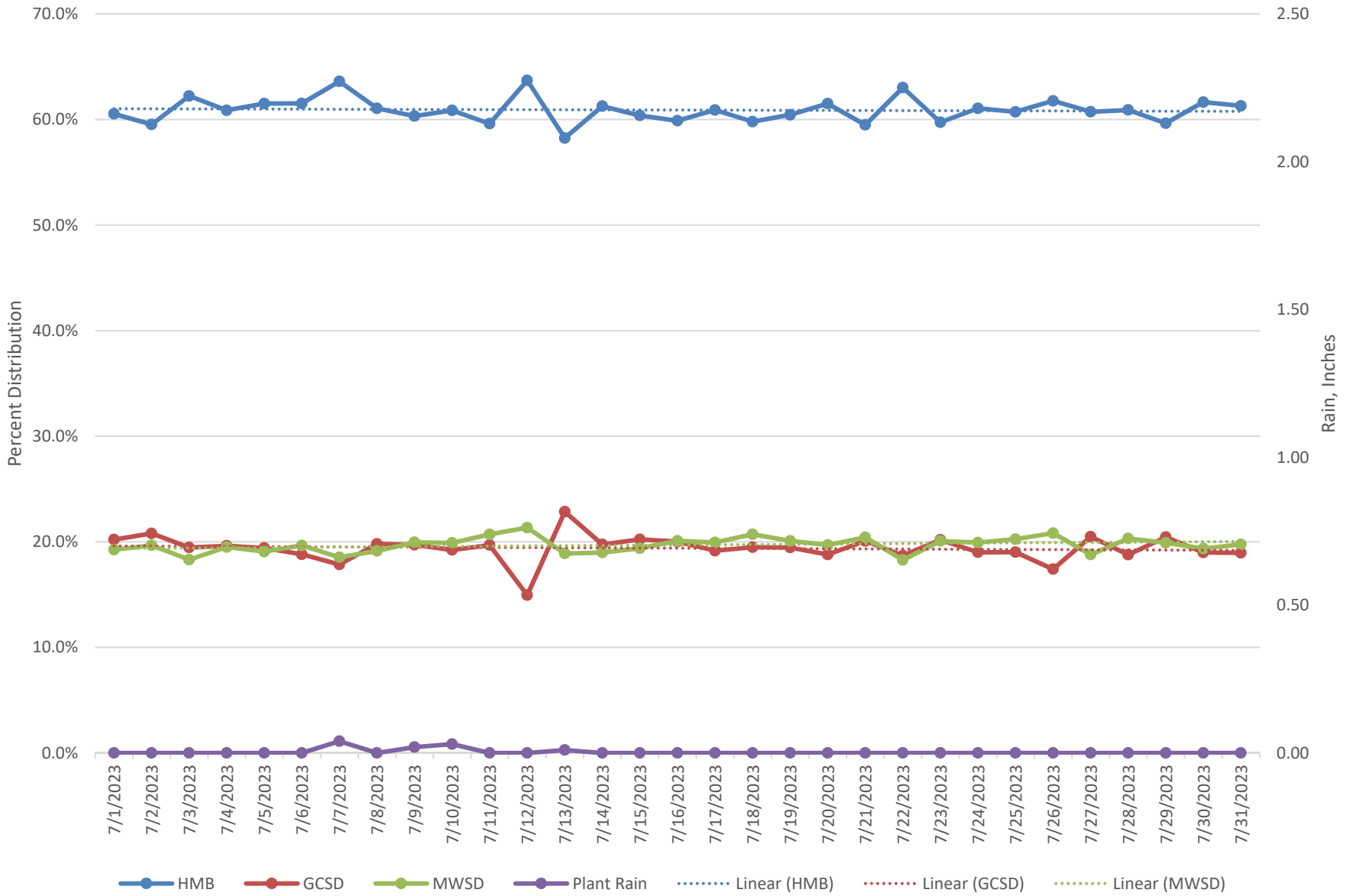
Summary

	<u>HMB</u>	<u>GCSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.677	0.162	0.231	1.082
Average	0.748	0.239	0.242	1.228
Maximum	0.862	0.290	0.259	1.367
Distribution	60.90%	19.43%	19.67%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, July 2023

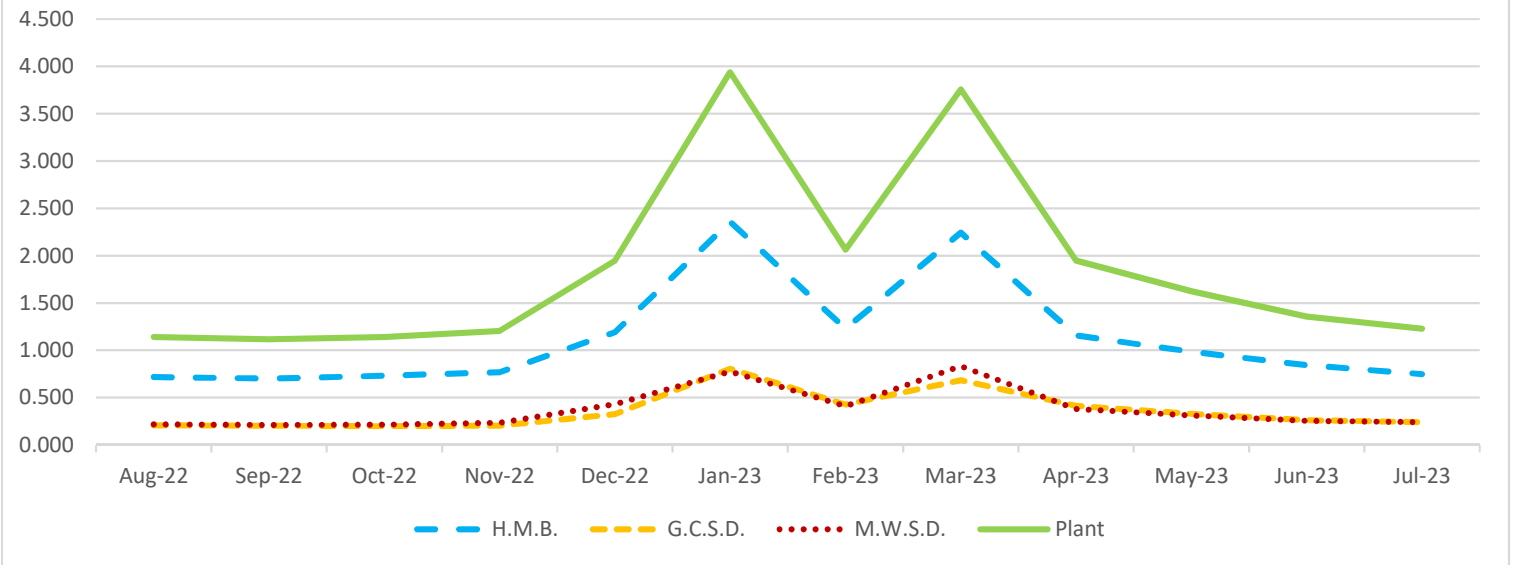


Percent Distribution July 2023

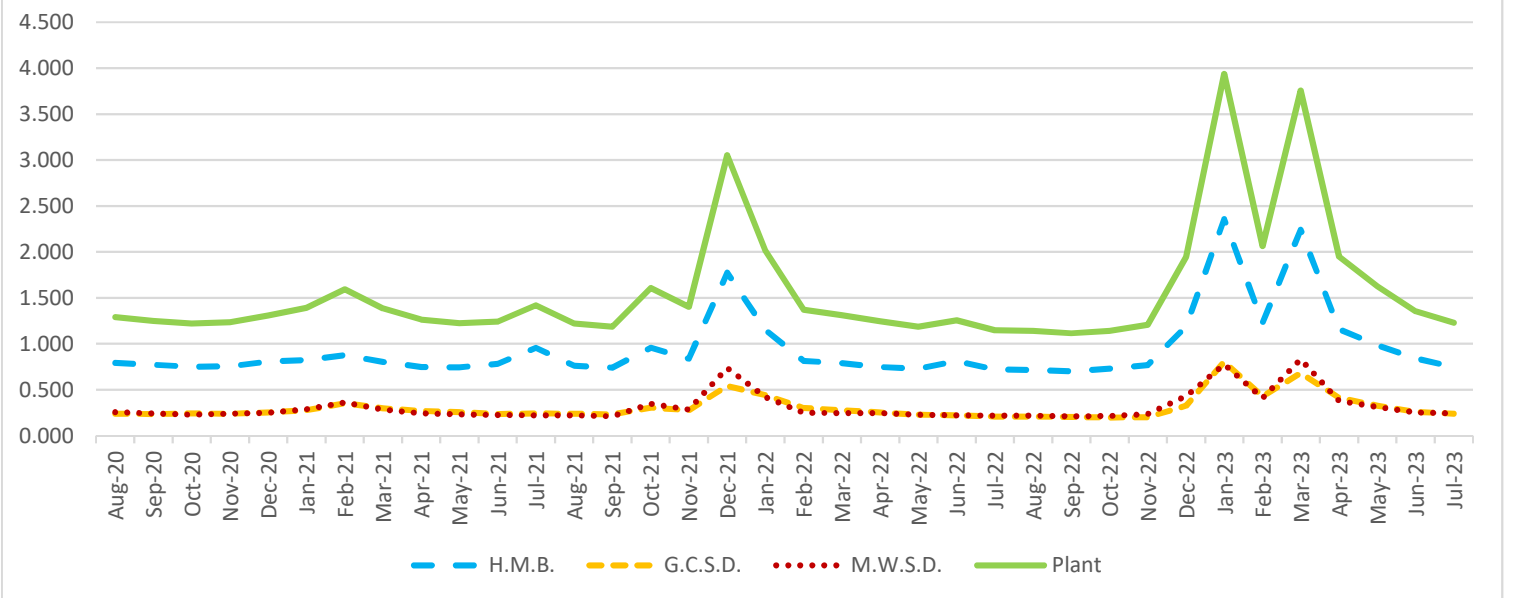


Most recent flow calibration March 2021 PS, March 2021 Plant

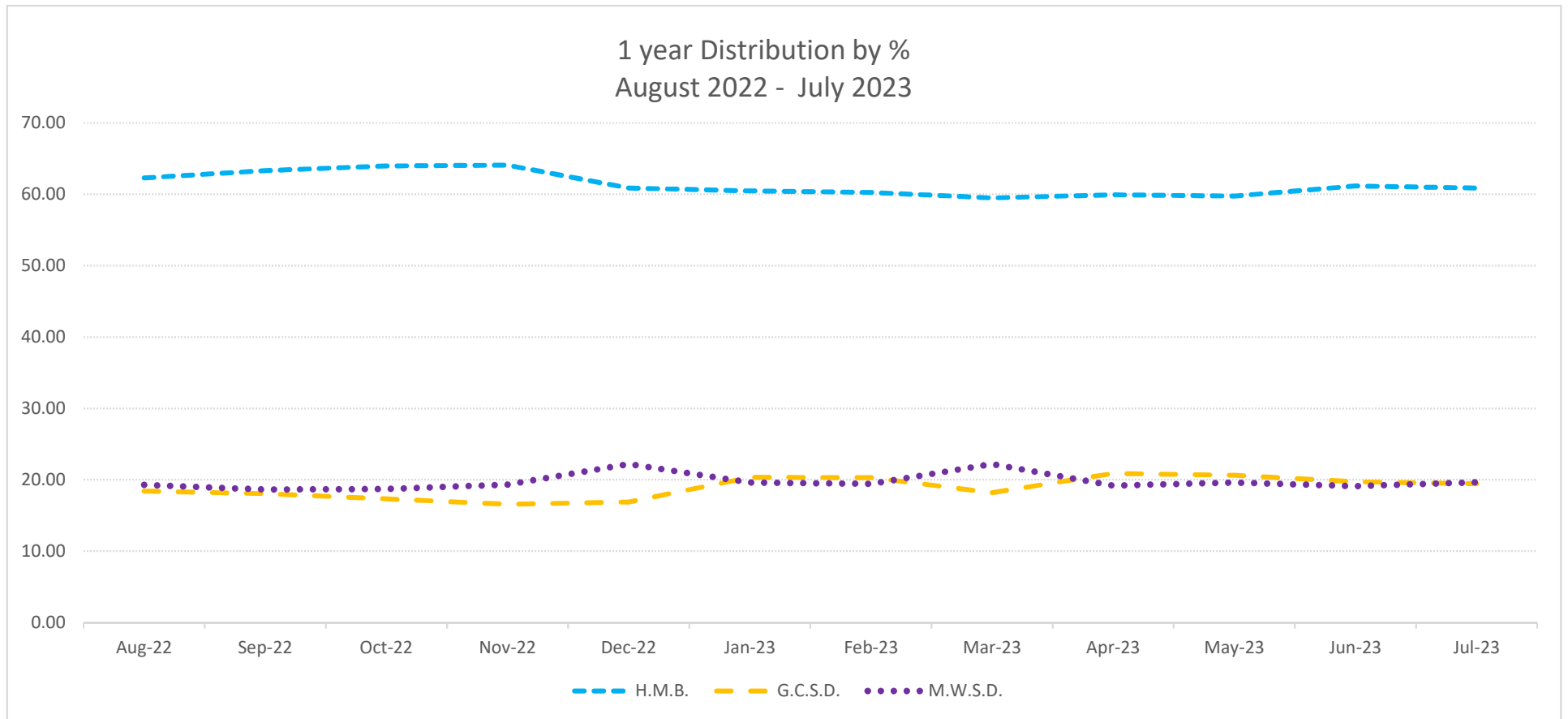
One Year Flow Chart
August 2022 - July 2023



Three year flow chart
August 2020 - July 2023



Flow based percent distribution based for past year



SAM E-001 July 2023

Date	Inf TSS mg/l	Eff TSS mg/l	Eff TSS Weekly Avg	TSS % Removal	Inf BOD mg/l	I° Eff BOD mg/l	Eff BOD mg/l	Eff BOD Weekly Avg mg/l
7/1/2023								
7/2/2023								
7/3/2023								
7/4/2023								
7/5/2023	300	11.00		96.3%	200	180	13.0	
7/6/2023	290	7.20		97.5%	200	32	6.4	
7/7/2023								
7/8/2023			9.10					9.70
7/9/2023	280	6.80		97.6%	220	180	26.0	
7/10/2023	280	6.50		97.7%	240	190	28.0	
7/11/2023								
7/12/2023								
7/13/2023								
7/14/2023								
7/15/2023			6.65					27.00
7/16/2023	320	7.20		97.8%	220	170	10.0	
7/17/2023	340	7.20		97.9%	240	200	10.0	
7/18/2023								
7/19/2023								
7/20/2023								
7/21/2023								
7/22/2023			7.20					10.00
7/23/2023								
7/24/2023								
7/25/2023	280	13.00		95.4%	220	180	7.6	
7/26/2023	260	16.00		93.8%	230	180	20.0	
7/27/2023								
7/28/2023								
7/29/2023			14.50					13.80
7/30/2023								
7/31/2023								
Count	8	8	4	8	8	8	8	4
Minimum	260	6.50	6.65	93.8%	200	32	6.4	9.7
Average	294	9.36	9.36	96.7%	221	164	15.1	15.1
Maximum	340	16.00	14.50	97.9%	240	200	28.0	27.0
Percent Removal				85				
5 Sample Median								
High								
Low								
Daily Max								
Weekly Max			45					45
Monthly Average		30					30	

SAM E-001 July 2023

Date	BOD % Removal	Eff Settleeable Matter mg/l	Eff Settleeable Matter Weekly Avg mg/l	Eff Turbidity NTU	Eff Turbidity Weekly Avg NTU	Chlorine Residual Day Max
7/1/2023						0.00
7/2/2023						0.00
7/3/2023						0.00
7/4/2023						0.00
7/5/2023	93.5%	ND		2.80		0.00
7/6/2023	96.8%	ND		3.50		0.00
7/7/2023						0.00
7/8/2023			ND		3.15	0.00
7/9/2023	88.2%	ND		1.60		0.00
7/10/2023	88.3%	ND		2.00		0.00
7/11/2023						0.00
7/12/2023						0.00
7/13/2023						0.00
7/14/2023						0.00
7/15/2023			ND		1.80	0.00
7/16/2023	95.5%	ND		1.60		0.00
7/17/2023	95.8%	ND		1.90		0.00
7/18/2023						0.00
7/19/2023						0.00
7/20/2023						0.00
7/21/2023						0.00
7/22/2023			ND		1.75	0.00
7/23/2023						0.00
7/24/2023						0.00
7/25/2023	96.5%	ND		7.00		0.00
7/26/2023	91.3%	ND		2.90		0.00
7/27/2023						0.00
7/28/2023						0.00
7/29/2023			ND		4.95	0.00
7/30/2023						0.00
7/31/2023						0.00
Count	8	0	0	8	4	31
Minimum	88.2%	0.0	< 0.00	1.60	1.75	0.0
Average	93.2%	ND	ND	2.91	2.91	0.0
Maximum	96.8%	0.0	0.0	7.00	4.95	0.0
Percent Removal	85					
5 Sample Median						
High						
Low						
Daily Max				225		4.8
Weekly Max					100	
Monthly Average				75		

SAM E-001 July 2023

Date	Chlorine time Minutes	Ammonia Nitrogen Distilled mg/l	Eff pH	Eff Temp	Enterococci MPN	30 day geo mean	Eff DO mg/l	Eff DO % Saturation
7/1/2023	0.00		7.09	19.6			6.82	74.1
7/2/2023	0.00		7.06	20.3			7.48	82.6
7/3/2023	0.00		7.16	20.5			7.04	78.1
7/4/2023	0.00		7.16	20.3			7.70	85.2
7/5/2023	0.00		7.20	20.4			7.73	85.7
7/6/2023	0.00	14.0	7.22	20.4	ND		7.83	86.6
7/7/2023	0.00		7.07	20.2			7.13	78.6
7/8/2023	0.00		7.12	19.2		ND	7.25	78.3
7/9/2023	0.00		7.06	19.5			7.78	84.7
7/10/2023	0.00	6.0	7.14	20.0	ND		7.21	79.2
7/11/2023	0.00		7.13	20.1			7.89	86.7
7/12/2023	0.00		7.09	19.8			7.38	80.8
7/13/2023	0.00		6.98	19.4			7.12	77.5
7/14/2023	0.00		6.97	20.4			6.77	75.0
7/15/2023	0.00		7.02	19.7		ND	7.08	77.4
7/16/2023	0.00		7.02	20.4			6.83	75.7
7/17/2023	0.00	8.6	7.20	20.2	ND		7.20	80.1
7/18/2023	0.00		7.14	21.1			7.57	85.0
7/19/2023	0.00		6.86	20.5			7.05	78.3
7/20/2023	0.00		6.89	19.8			7.30	80.0
7/21/2023	0.00		6.99	19.8			6.78	74.1
7/22/2023	0.00		6.89	20.0		ND	6.77	74.3
7/23/2023	0.00		7.03	20.5			7.08	78.7
7/24/2023	0.00		6.94	20.8			6.29	70.2
7/25/2023	0.00		6.97	20.4			7.15	79.1
7/26/2023	0.00	23.0	6.88	20.5	10		6.80	75.5
7/27/2023	0.00		6.82	20.3			7.37	81.5
7/28/2023	0.00		6.88	21.1			7.00	78.5
7/29/2023	0.00		6.92	20.7		ND	6.73	74.9
7/30/2023	0.00		6.81	20.7			6.76	75.2
7/31/2023	0.00		6.93	21.2			6.53	73.5
Count	31	4	31	31	1	0	31	31
Minimum	0.00	6.0	6.81	19.2	< ND	< ND	6.29	70.2
Average	0.0	12.9	7.02	20.3	< ND	< ND	7.14	78.9
Maximum	0.00	23.0	7.22	21.2	10	< 0.0	7.89	86.7
Percent Removal								
5 Sample Median						2,800		
High			9					
Low			6					
Daily Max					8,300			
Weekly Max								
Monthly Average								

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, July 2023

July 2023

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

12 Month Moving Total

	12 month rolling Number				
	Total	HMB	GCS D	MWSD	SAM
Roots	3	0	1	2	0
Grease	0	0	0	0	0
Mechanical	2	0	0	0	2
Wet Weather	10	4	0	2	4
Other	1	1	0	0	0
Total	16	5	1	4	6
		31%	6%	25%	38%

Reportable SSOs

	Reportable Number of S.S.O.'s				
	Total	HMB	GCS D	MWSD	SAM
July 2023	0	0	0	0	0
12 Month Moving Total	16	5	1	4	6

SSOs / Year / 100 Miles

	Number of S.S.O.'s /Year/100 Miles				
	Total	HMB	GCS D	MWSD	SAM
July 2023	0.0	0.0	0.0	0.0	0.0
12 Month Moving Total	15.3	13.5	3.0	14.8	82.2
Category 1	6.7	0.0	0.0	3.7	82.2
Category 2	3.8	10.8	0.0	0.0	0.0
Category 3	4.8	2.7	3.0	11.1	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

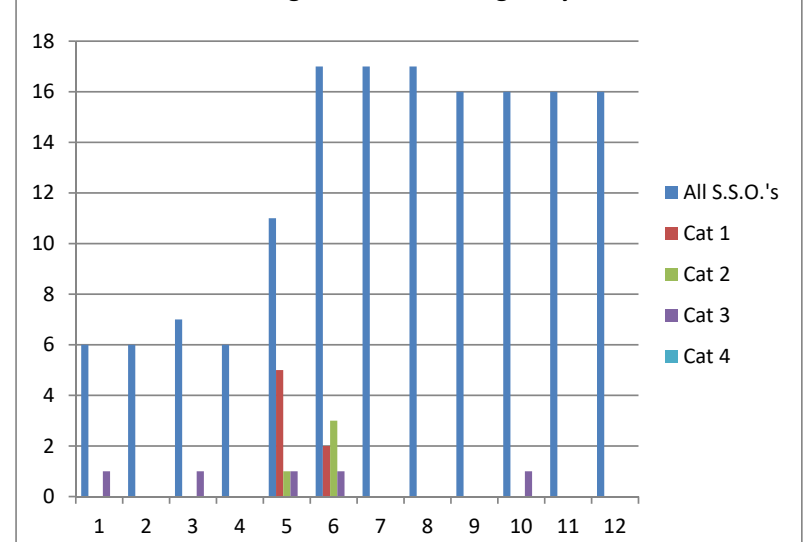
Month	HMB	GCS D	MWSD	Total Feet	Total Miles
Aug - 22	15,041	7,358	11,197	33,596	6.4
Sep - 22	11,786	11,227	4,455	27,468	5.2
Oct - 22	12,220	8,847	9,308	30,375	5.8
Nov - 22	17,708	10,924	9,483	38,115	7.2
Dec - 22	2,384	9,393	5,101	16,878	3.2
Jan - 23	6,748	10,481	8,748	25,977	4.9
Feb - 23	14,417	9,983	6,822	31,222	5.9
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

Annual ft	136,090	122,360	89,019	347,469	
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Annual Mi.	25.8	23.2	16.9		65.8
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Attachment C

12 Month Moving SSO Totals Through July 2023



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													
Hot Spot Cleaning	5,400	294													
Lift Station Inspection - Daily	52	4													
Lift Station Inspection - Annually	3	-													
Maint. Work Orders - Completed	-	4													
Maint. Work Orders - Incomplete	-	-													
Manhole Inspection	879	57													
USA Markings	372	76													
F.O.G. Inspections Completed	10	-													
F.O.G. Inspections Passed	10	-													
F.O.G. Inspection Failed	-	-													
Lateral Inspections	-	-													
Customer Service Call - Reg	-	1													
Customer Service Call - OT	-	-													
SSO Response - Category 1	-	-													
SSO Response - Category 2	-	-													
SSO Response - Category 3	-	-													
Insurance Claims Filed	-	0													



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

August 17, 2023 at 7:30 p.m.

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:33 p.m.

ROLL CALL

Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye, and Director Jill Grant participated remotely via teleconference. President Nancy Marsh was absent.

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

GENERAL PUBLIC PARTICIPATION

Senior Coastsiders board member, April Campbell, shared information about the services provided by the nonprofit and on upcoming events and fundraisers. Barbara Dye commended Recology workers for their friendliness.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

a. Report on Granada Community Park and Recreation Center.

Project Manager Ray Razavi updated the board and staff that the project description is complete, potential grants, procurement of irrigation water, and the biological and cultural reviews.

b. Consideration of Summer Recreation Program.

Assistant General Manager Atmore updated the Board on planned recreation events for August thru October, 2023.

2. Consideration of Approval of Class 3 Mainline Extension Permit for Neal and Inga Solloway, 1230 Columbus Street, El Granada. Neal Solloway was in attendance and thanked the Board for their consideration. General Manager Duffy stated that he had the authority in his capacity as General Manager to accept the new easements.

Action: Director Clark moved to approve the Class 3 Mainline Extension permit, and to grant the General Manager the power to approve the quitclaim of the existing easement to be replaced by the new easement for the mainline. (Clark/Dye). Approved 4-0.

- 3. Resolution to Authorize District Staff to Participate in State Disability Insurance Program.** GM Duffy explained that District employees were not covered by SDI in the past and that going forward it would be an opt-in program and all costs would be borne by the employee.
ACTION: Director Dye moved to approve the Resolution. (Dye/Randle).
Approved 4-0.
- 4. Consideration of Directors Compensation.** GM Duffy stated that director compensation can increase up to 5% a year and had not been raised since the early 2000's. Director Clark recommended an increase to \$190/meeting. The Board directed staff to draft an ordinance for the September meeting.
- 5. Consideration of Revised Starting Time for District Regular Board Meetings.** The Board directed staff to bring an item for a proposed time change from 7:30 to 7:00 for Regular board meetings at the September Board meeting.
- 6. Consideration of District Letter of Support for the Midcoast Community Council's request to San Mateo County to Fund Planning for Community Broadband.** AGM Atmore stated that the letter was now obsolete because San Mateo County had been removed from possible plans for Community Broadband. Community Member Michele Dragony emphasized risk to Coastside residents because of lack of telecommunications and 911 capability.
ACTION Director Dye moved to give staff the ability to act on behalf of the Board for future support of broadband and internet improvements. (Dye/Randle).
Approve 4-0.
- 7. Engineer's Report.** GM Duffy updated that the 2nd Phase of the 6 Year CIP is complete, and that the paving for the Big Wave Mainline extension was not accepted by the County and will need further review.
- 8. Report on Sewer Authority Mid-Coastside Meetings.** Mr. Duffy updated Board members that SAM had amended their annual budget by approximately \$1.3 million that was just approved in July and that the member agencies are now being asked to vote on the amendment. Mr. Duffy suggested that staff circulate possible times for a Special Meeting of the GCSB Board to consider the amendment.

CONSENT AGENDA

- 9. July 20, 2023 Regular Meeting Minutes.**
- 10. August 2023 Warrants.**
- 11. June 2023 Financial Statements.**
- 12. Assessment District Distribution #2-23/24.**
ACTION: Director Randle moved to approve the Consent Agenda.
(Randle/Clark). Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

14. **Attorney's Report. (Parkin)**
15. **General Manager's Report. (Duffy)**
16. **Administrative Staff Report. (Atmore)**
17. **Future Agenda Items.**

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:36 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: September 21, 2023.



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL MEETING

August 24, 2023 at 6:30 p.m.

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Special Meeting was called to order at 6:32 p.m.

ROLL CALL

President Nancy Marsh, Director Matthew Clark, Director Barbara Dye. Directors Randle and Grant were absent.

Staff: General Manager Chuck Duffy, and Assistant General Manager Hope Atmore.

GENERAL PUBLIC PARTICIPATION

None.

SPECIAL MEETING AGENDA

1. Consideration of Request from the Sewer Authority Mid-Coast (SAM) for Approval of a FY 2023/24 Budget Amendment in the Amount of \$260,077.

At the August 14th SAM meeting, the SAM board considered an item to authorize a Contract with JMB Construction for the Princeton Pump Station Rehabilitation Project in the Amount of \$1,637,650. The total project cost is projected at \$2.6 million, double the original estimate. SAM is therefore requesting an amendment to the FY 2023/24 SAM budget as previously approved by the SAM board one month ago. The request is to increase the total SAM CIP budget by \$1,365,234, of which \$260,077 is GCSD's share. The board and staff expressed their strong displeasure that this was not included in the budget passed one month ago, and also their displeasure with the entire process as prosecuted by SAM.

Action: Director Dye moved to approve the 2023/24 Budget Amendment. (Dye/Marsh). Approved 3-0.

2. Consideration of the Community Emergency Response Team (CERT) use of the Granada Community Park Property on September 23rd for the CERT Annual Shakeout Event.

Action: Director Clark moved to approve CERT's use of Granada Community Park. (Clark/Marsh). Approved 3-0.

ADJOURN SPECIAL MEETING

The special meeting was adjourned at 7:10 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: September 21, 2023.

Granada Community Services District
September 2023 Warrants
For the September 21, 2023 Board of Director's Meeting

Date	Num	Name	Memo	Account	Amount
08/17/23	9682	BKF Engineers	Park Engineering Svcs-Jul 2023	5130 Parks & Rec Professional Svcs	\$ 3,520.00
08/17/23	9683	Dudek	07/01/23-07/28/23 Prof Svcs	6151 General Manager	4,406.88
08/17/23	9684	Harris & Associates	FY23-24 Assessment Submittal	6150 Professional Services	3,150.00
08/17/23	9685	Peninsula Municipal Engineering	Inv dtd 08/16/23	5130 Parks & Rec Professional Svcs	5,985.00
08/17/23	9686	Tri Counties Bank	Jul 2023 Card Charges	6140 Office Supplies	824.79
08/17/23	9687	Verizon Wireless	Aug 2023	6170 Utilities	88.33
08/17/23	9688	Beach Break Entertainment	Movie Night Contract	6310 Park Related Misc Expenses	1,502.00
08/24/23	9689	Nancy Marsh	07/20/23 GCSD	6040 Directors' Compensation	145.00
08/24/23	9690	PG&E	Pump Stn Inv dtd 07/18/23 & 08/16/23	6170 Utilities	407.88
08/24/23	9691	State Comp Insurance Fund	Policy 9164816 08/19/22-08/19/23	6080 Insurance	111.59
09/21/23	9692	AIMS Team, LLC	GIS Consulting/AIMS Subscription 2023	6072 Engineering Misc (AIMS)	6,400.00
09/21/23	9693	Alhambra & Sierra Springs	Invoice dtd 08/31/23	6140 Office Supplies	36.97
09/21/23	9694	Barbara Dye	08/17/23 & 08/24/23 GCSD	6040 Directors' Compensation	290.00
09/21/23	9695	City of Half Moon Bay	22/23 FY Reim Per Funding Agrmt	5120 Half Moon Bay Reimb - Parks	73,717.24
09/21/23	9696	CliftonLarsonAllen LLP	Aug 2023 Accounting Svcs	6152 Accounting	4,494.00
09/21/23	9697	Comcast	09/13/23-10/12/23 Svcs	6170 Utilities	319.66
09/21/23	9698	Dudek	07/29/23-08/25/23 Prof Svcs	6151 General Manager	7,442.05
09/21/23	9699	El Granada Elem PTO	Silver Tier Sponsorship 2023	6310 Park Related Misc Expenses	300.00
09/21/23	9700	Hope Atmore	Misc reimbursements	6140 Office Supplies	462.14
09/21/23	9701	Horizon Water & Environment	Inv dtd 08/18/23	5130 Parks & Rec Professional Svcs	4,732.99
09/21/23	9702	Hue & Cry	Oct 2023 Pump Stn Alarm & Qrtly Ofc Alarm	6170 Utilities	132.88
09/21/23	9703	Jen Randle	08/17/23 & 08/24/23 GCSD	6040 Directors' Compensation	290.00
09/21/23	9704	Jill Grant	08/17/23 GCSD	6040 Directors' Compensation	145.00
09/21/23	9705	KBA Document Solutions, LLC	05/28/23-08/27/23	6020 Copier lease	251.41
09/21/23	9706	Kikuchi & Kankel Design Group	Prof Svcs through 08/31/23	5130 Parks & Rec Professional Svcs	4,737.50
09/21/23	9707	Koios Engineering	Retention for contract #106	2350 Retainage Payable	28,005.00
09/21/23	9708	Matthew Clark	08/17/23 & 08/24/23 GCSD	6040 Directors' Compensation	290.00
09/21/23	9709	Nancy Marsh	08/24/23 GCSD	6040 Directors' Compensation	145.00
09/21/23	9710	Pacifica Community TV	08/17/23 & 08/24/23 GCSD	6180 Video Taping	800.00
09/21/23	9711	PG&E	Office Inv dtd 08/23/23	6170 Utilities	49.09
09/21/23	9712	Pitney Bowes	Invoice dtd 08/29/23	6140 Office Supplies	114.42
09/21/23	9713	Riordan Consulting	Jul 2023 IT Svcs	6190 Computers	90.00
09/21/23	9714	Rodolfo Romero	Sep Cleaning	6130 Office Maintenance & Repairs	180.00
09/21/23	9715	San Mateo County Harbor District	Office Lease-Oct 2023	6120 Office Lease	4,600.00
09/21/23	9716	Sautter Graphics & Print	Granada Community Park sign	5130 Parks & Rec Professional Svcs	813.08
09/21/23	9717	SDRMA	SDRMA Medical Benefit Premiums - Oct 2023	6062 Medical	980.78
09/21/23	9718	Sewer Authority Mid-Coastside	Sep 2023 Asmts	5010 SAM - General	136,114.33
09/21/23	9719	State Comp Insurance Fund	Policy 9164816 08/19/22-08/19/23	6080 Insurance	888.36
09/21/23	9720	Tri Counties Bank	Aug 2023 Card Charges	6190 Computers	2,492.56
09/21/23	9721	US Bank Equipment Finance	Sep 2023 Svcs	6020 Copier lease	359.83
09/21/23	9722	Verizon Wireless	07/16/23-08/15/23 Svcs	6170 Utilities	87.48
09/21/23	9723	Wittwer & Parkin	Aug 2023 Svcs	6091 Legal- General	1,727.00
TOTAL \$					301,630.24

**Granada Community Services District
Statement of Net Position (Unaudited)
As of July 31, 2023**

ASSETS

Current Assets

Checking/Savings

1020 · Petty Cash	\$	192
1030 · Cash - LAIF		3,281,598
1040 · Tri Counties Bank - Gen Op		58,717
1050 · Tri Counties Bank - Deposit		17,345

Total Checking/Savings		3,357,852
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Other Current Assets

1100 · Accounts Receivable		3,000
1200 · Interest Receivable		9,610
12000 · Undeposited Funds		13,967
1550 · Prepaid Expenses		4,639

Total Other Current Assets		31,216
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Total Current Assets		3,389,068
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Fixed Assets

1600 · Land		2,862,979
1610 · Construction in Progress		1,155,954
1615 · Equipment		22,153
1620 · Collections System		11,659,302
1630 · Accumulated Depreciation		(7,825,452)

Total Fixed Assets		7,874,936
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Other Assets

1750 · Investment in SAM		4,708,434
1760 · Deferred Outflows of Resources		88,433

Total Other Assets		4,796,867
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Total Assets		16,060,871
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Granada Community Services District
Statement of Net Position (Unaudited)
As of July 31, 2023
(Continued)

LIABILITIES

Current Liabilities

2000 · Accounts Payable	151,632
2001 · Accrued Vacation	1,468
2020 · Class 3 Deposits	19,055
2100 · Payroll Liabilities	13,518
2225 · Recology-Del Garbage	10,172
2300 · Due to AD	14,623
2350 · Retainage Payable	28,005

Total Current Liabilities	238,473
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Long Term Liabilities

2401 · Net Pension Liability	86,607
2402 · Deferred Inflows of Resources	86,394

Total Long Term Liabilities	173,001
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Total Liabilities	411,474
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NET POSITION

3000 · Net Assets	15,844,767
Net Loss	(195,370)

Total Net Position	\$ 15,649,397
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PRELIMINARY DRAFT

**Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2023 through July 31, 2023**

	Jul 1, 2023 - Jul 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Revenues				
Operating Revenue				
4015 · Park Tax Allocation	\$ -	\$ 76,667	\$ (76,667)	\$ 920,000
4020 · Sewer Service Charges-SMC	-	203,333	(203,333)	2,440,000
4021 · Sewer Svc Charges Pro-rated	4,700	-	4,700	-
4030 · AD OH Reimbursement	3,000	3,000	-	36,000
4040 · Recology Franchise Fee	-	3,750	(3,750)	45,000
4000 · Operating Revenue	-	-	-	-
Total Operating Revenue	7,700	286,750	(279,050)	3,441,000
Non Operating Revenue				
4120 · Interest on Reserves	9,610	9,250	360	111,000
4125 · Unrealized Gain (Loss) in LAIF	2,365	-	2,365	-
4130 · Connection Fees	-	3,167	(3,167)	38,000
4160 · SAM Refund from Prior Yr	-	83	(83)	1,000
4170 · ERAF Refund	-	33,333	(33,333)	400,000
4180 · Misc Income	150	500	(350)	6,000
4185 · Lease Revenue	5,000	5,000	-	60,000
Total Non Operating Revenue	17,125	51,333	(34,208)	616,000
Total Revenues	24,825	338,083	(313,258)	4,057,000
Gross Profit	24,825	338,083	(313,258)	4,057,000
Expenses				
Operations				
5010 · SAM - General	89,054	89,054	-	1,068,645
5020 · SAM - Collections	19,291	18,106	(1,185)	217,276
5060 · Lateral Repairs	489	2,000	1,511	24,000
5065 · CCTV	-	1,250	1,250	15,000
5110 · RCD - Parks	-	833	833	10,000
5120 · Half Moon Bay Reimb - Parks	-	2,583	2,583	31,000
5130 · Parks & Rec Professional Services	14,238	12,500	(1,738)	150,000
Total Operations	123,072	126,326	3,254	1,515,921

(Continued on next page)

Granada Community Services District
Revenues & Expenses (Unaudited)
July 1, 2023 through July 31, 2023
(Continued)

	Jul 1, 2023 - Jul 31, 2023	Expected To Date	Variance Favorable/ (Unfavorable)	FY 2023/2024 Budget
Expenses (Continued)				
Administration				
6010 · Auditing	3,735	1,917	(1,818)	23,000
6020 · Copier lease	359	417	58	5,000
6040 · Directors' Compensation	725	833	108	10,000
6050 · Education & Travel Reimb	-	167	167	2,000
6060 · Employee Compensation	43,694	29,167	(14,527)	350,000
6070 · Engineering Services	-	2,500	2,500	30,000
6080 · Insurance	(1,033)	4,333	5,366	52,000
6090 · Legal Services	1,457	3,333	1,876	40,000
6095 · Legal Services for Case Related Legal	-	2,917	2,917	35,000
6100 · Memberships	-	825	825	9,900
6120 · Office Lease	4,600	5,333	733	64,000
6130 · Office Maintenance & Repairs	180	708	528	8,500
6135 · Other Property Maint.	950	-	(950)	-
6140 · Office Supplies	2,302	-	(2,302)	-
6150 · Professional Services	10,791	11,917	1,126	143,000
6160 · Publications & Notices	-	833	833	10,000
6170 · Utilities	1,523	1,333	(190)	16,000
6180 · Video Taping	400	417	17	5,000
6190 · Computers	110	667	557	8,000
6220 · Miscellaneous	-	750	750	9,000
6230 · Bank Service Charges	25	-	(25)	-
Total Administration	69,818	69,200	(618)	830,400
Capital Projects				
7013 · 6-yr CIP Phase 2	-	5,417	5,417	65,000
7015 · Mainline System Repairs	-	833	833	10,000
7100 · SAM - Infrastructure	27,305	55,563	28,258	666,750
Total Capital Projects	27,305	61,813	34,508	741,750
Total Expenses	220,195	257,339	37,144	3,088,071
Net Income (Loss)	\$ (195,370)	\$ 80,744	\$ (276,114)	\$ 968,929

No assurance is provided on these financial statements. See selected information.

Granada Community Services District
Selected Information
July 1, 2023 through July 31, 2023

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.
- These financial statements are being issued in draft form pending the completion of the independent financial statement audit for the fiscal year ended June 30, 2023. There could be changes to the beginning balances of accounts presented in these financial statements resulting from adjustments made during the completion of the audit.
- Interest receivable from LAIF as of the current period-end has been estimated using linear regression.
- 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, 2023:
 - ◊ Fixed assets and related depreciation, Construction in Progress
 - ◊ Investment in SAM
 - ◊ Accrued Vacation, Relief Refund Advance
 - ◊ Net pension liability and related deferred inflows and/or deferred outflows of resources.
- The activities of the Assessment District, a *blended component unit* of the Granada Community Services District, have not been included in these financial statements.

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.

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 and Expenses (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.

No assurance is provided on these financial statements.

DISTRIBUTION REQUEST NO.: #3-23/24
ADMINISTRATION COSTS FUND
(Account Number: 259424000)

DISTRIBUTION TOTAL: \$30,000.00

\$6,100,000.00
GRANADA SANITARY DISTRICT
LIMITED OBLIGATION REFUNDING IMPROVEMENT BONDS 2003
Reassessment & Refunding Project

DISTRIBUTION REQUEST
For Payment of Administration Costs

The undersigned Treasurer of the Granada Sanitary District (the "District") hereby requests of the Fiscal Agent for the District the payment of Administration Costs for the items and in the manner and amount stated in the attached Schedule A, and in connection herewith hereby certifies that the payment requested is for the Administrative Costs, and that funds are available in the Administration Costs Fund (Account #259424000) to make such payment, and further states that all requirements for the payment of the amount to be disbursed pursuant hereto have been met.

Dated:
September 21, 2023

Chuck Duffy, Finance Officer/Treasurer

SCHEDULE "A"

DISTRIBUTION REQUEST NO.: #3-23/24

DATE: September 21, 2023
DISTRIBUTE FROM ACCOUNT #: 259424000
ACCOUNT NAME: Administration Costs Fund
DISTRIBUTION AMOUNT: \$ 30,000.00

PAYMENT INSTRUCTIONS: Issue checks and mail as listed below.

Payee	Mailing Address	Services Provided	Amount
GCSD	P.O. Box 335, El Granada, CA 94018	OH Reim - Sep 2023-June 2024	\$ 30,000.00
TOTAL:			\$ 30,000.00

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: Aug 12, 2023 to Sep 14, 2023
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: September 21, 2023

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

APPLICATIONS RECEIVED

There was one application received this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Rows include Lopez, Solloway, and Pond.

Shaded items were previously reported.

PERMITS ISSUED

There were two permits issued this period:

Table with 8 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Rows include Parnovskiy, Carey, Solloway, and Lopez.

Shaded items were previously reported.

SEWER HOOK-UPS - There were two new hook-ups this period:

Table with 7 columns: Date, Class, Permit #, Issued, Owner, APN, Address. Rows include Oulton and Ralston.

REPAIRS - There were no lateral repairs this period.

SPECIAL NOTES:

- Hope Atmore attended the 2023 CSDA Conference and Expo in Monterey 8/29-30 and participated in seminars on the Brown Act, LAFCO's, Management, Finance, & Reserves Policies.
The District renewed its copier lease in August and the new copier was delivered the second week of September.
Preliminary work for the District Audit for FY22/23 has started and the on-site work is scheduled for the last week of November.
AD Distribution request is per GM Chuck Duffy's recommendation following our last meeting to take the remainder of the overhead rather than as monthly installments.

