



GRANADA COMMUNITY SERVICES DISTRICT

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

Thursday, December 19, 2024

NOTICE PERTAINING TO PUBLIC ACCESS TO THE MEETING

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

Zoom information below:

<p>Topic: GCS D Board Meeting Time: December 19, 2024 7:00 PM Pacific Time (US and Canada)</p> <p>Join Zoom Meeting https://us02web.zoom.us/j/82642686214</p> <p>Meeting ID: 826 4268 6214</p>	<p>OR</p> <p>Dial by your location +1 669 444 9171 US</p>
---	--

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:	Wanda Bowles
	Director:	Barbara Dye
	Director:	Jill Grant

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

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

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

GENERAL PUBLIC PARTICIPATION

Public members may comment on matters under the jurisdiction of the District that are not on the agenda. Comments are limited to 3 minutes

REGULAR MEETING AGENDA

	<u>Page</u>
1) Administer the Oath of Office to Board Members Wanda Bowles and Nancy Marsh.	4
2) Election of Board Officers. Recommendation: To be made by the Board.	6
3) Consideration of a Resolution Appointing the Sewer Authority Mid-Coastside GCSD Representatives and Alternates. Recommendation: To be made by the Board.	7
4) Consideration of Appointing a Representative to the San Mateo County Chapter of the Special Districts Association. Recommendation: To be made by the Board.	10
5) Parks and Recreation Activities. a. Report on planned Recreation Program events. b. Consideration of an Ad Hoc Committee to gauge community interest in a Community Recreation Center.	12 13
6) Update to District Bylaws. Recommendation: To be made by the Board.	14
7) Engineer's Report.	22
8) Report on Sewer Authority Mid-Coastside Meetings.	24
9) Consideration of Appointing Real Property Negotiator. Property: 480 Avenue Alhambra, El Granada, California. District's Negotiator: Chuck Duffy Negotiating parties: Candise D'Acquisto (Owner) Picasso Preschool and Granada Community Services District. Under negotiation: Instruction to negotiator concerning price and terms. Recommendation: To be made by the Board.	
<u>CONSENT AGENDA</u>	
10) November 21, 2024 Regular Meeting Minutes.	27
11) December 2024 Warrants.	30
12) October 2024 Financial Statements.	31=

COMMITTEE REPORTS

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

Page

40

INFORMATION CALENDAR

14) Attorney's Report. (Parkin)

15) General Manager's Report. (Duffy)

16) Administrative Staff Report. (Atmore)

17) Future Agenda Items.

41

43

ADJOURN TO CLOSED SESSION

1) Conference with Real Property Negotiator.

Government Code Section 54956.8

Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiator: Chuck Duffy

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

Under negotiation: Instruction to negotiator concerning price and terms.

2) Conference with Legal Counsel—Anticipated Litigation.

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

RECONVENE TO OPEN SESSION

Report any reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

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

Last Ordinance adopted: No. 177

Last Resolution adopted: No. 2024-06

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.

OATH OF OFFICE

The undersigned duly elected Director of the Granada Community Services District makes this Oath of Office in accordance with Article XX, Section 3 of the Constitution of the State of California and Section 1360 of the California Government Code as follows:

I, Wanda Bowles, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: December 19, 2024

Signature: _____
Wanda Bowles

OATH OF OFFICE

The undersigned duly elected Director of the Granada Community Services District makes this Oath of Office in accordance with Article XX, Section 3 of the Constitution of the State of California and Section 1360 of the California Government Code as follows:

I, Nancy Marsh, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: December 19, 2024

Signature: _____
Nancy Marsh



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Election of Board Officers
Date: December 19, 2024

The District Board officer positions include a President and Vice-President, which are to be elected by your board, a Treasurer, filled by the General Manager, and a Secretary, filled by the Assistant General Manager.

Pursuant to District Bylaws Article II, the Board shall elect a President and Vice-President annually, either at the first board meeting held after the County Elections Officer certifies election results on bi-annual election years, or at the first regular board meeting held after December 1st on non-election years.

The Board President's responsibilities include:

- Working with the General Manager to set the monthly agenda
- Conducting board meetings
- Signing all ordinances, resolutions, deeds, contracts and other documents
- Serves on the LAFCo Selection Committee.
- Serves as the contact for board issues
- Appoints committees in an emergency

The Vice-President will be responsible for stepping in when the President is unable to perform their duties.

To elect a President and Vice-President, the meeting shall be open for nominations, and each director may nominate another director. No second is required for a nomination. Once all nominations have been made, the Board may hold a discussion. The election proceeds with the President calling for a vote on each candidate in the order in which they were nominated. The candidate must receive a majority vote to be elected to the position. If the first candidate does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. The process is repeated for the position of Vice-President.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Appointment of District SAM Representatives
Date: December 19, 2024

The Sewer Authority Mid-Coastside (SAM), created by a Joint Powers Agreement between the City of Half Moon Bay, the Montara Water and Sanitary District, and GCSD, operates the sewage treatment plant and the SAM IPS pipeline system and also provides collections maintenance and cleaning services for the three member agencies. SAM has bi-monthly board meetings and monthly committee meetings, and as a Member Agency, GCSD must appoint two directors and two alternates to serve on the SAM Board. The District makes these appointments annually when GCSD board officers are elected.

The SAM representatives for the past year were Director Dye and Director Clark, and Directors Grant and Randle served as alternates. As required by the JPA, a draft resolution is provided for approval.

GRANADA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2024- 07

RESOLUTION TO APPOINT TWO REPRESENTATIVES AND TWO ALTERNATE REPRESENTATIVES TO SERVE ON THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID-COASTSIDE

WHEREAS, the Sewer Authority Mid-Coastside (SAM) was formed pursuant to a Joint Powers Agreement (JPA Agreement) between GCSD, the Montara Water Sanitary District, and the City of Half Moon Bay as Member Agencies; and

WHEREAS, the JPA Agreement requires the District as a Member Agency to designate and appoint by Resolution two SAM representatives, and one SAM alternate representative, to serve as the District’s representative directors on the Board of Directors for SAM; and

WHEREAS, to ensure full District voting representation at SAM meetings, the District’s Bylaws provide that the Board shall appoint two of its members as the District’s alternate representatives when one or more of the two appointed SAM representatives cannot attend a SAM meeting. The alternates shall assume all rights and duties of an absent District representative when attending a SAM meeting. The order of service by alternates shall be determined at the time of appointment; and

WHEREAS, the District representatives and alternates shall serve at the pleasure of the District Board and may be changed at any time at the sole discretion of the District Board, and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Granada Community Services District as follows:

The two directors hereby appointed to serve as District representatives on the Sewer Authority Mid-Coastside Board of Directors are _____ and _____.

The two directors hereby appointed to serve as the alternate District representatives on the Sewer Authority Mid-Coastside Board of Directors, in respective order in the absence of the appointed representatives, are _____ and _____.

The above and foregoing Resolution was introduced and adopted at the regular meeting of the Board of Directors of the Granada Community Services District held on December 19, 2024 by the following vote:

AYES, and in favor thereof, Members:

NOES, Members:

ABSTAIN, Members:

ABSENT, Members:

Approved:

Director Jen Randle, President

Attest:

Hope Atmore, Board Secretary



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Appointment of Representative to Local Chapter CSDA
Date: December 19, 2024

The District is a member of the California Special Districts Association (CSDA) and annually appoints a director to serve as the CSDA representative to the San Mateo County Chapter. The local chapter generally meets four times per year, and the District Representative is expected to attend the meetings and report back to the board.

The chapter has been dormant for some time but there is an attempt to revive the group. The current District Representative is Director Grant and Director Randle serves as alternate.

The appointed representative may also select an alternate to attend the CSDA meetings if he or she is unable to attend.

I have attached some general information regarding the CSDA and the local chapter contact information for your review.



California Special Districts Association
Districts Stronger Together

About CSDA

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

The San Mateo Chapter was first formed in 1984 with the goal of providing a forum for the exchange of ideas with the public and other agencies, to encourage communication with the San Mateo Local Agency Formation Commission (LAFCo) and the Board of Supervisors, to foster legislation that benefits the delivery of services to people, to amplify the ability of district representatives to serve on board and commissions throughout the county and to maintain a liaison with the California Special Districts Association. Then, in 2017, the group formally affiliated with the California Special Districts and has continued to be the voice of special districts throughout the county, while providing greater facilitation of information from CSDA to Chapter members.

San Mateo Chapter of the CSDA:	
Chapter Officers	
President: James Pruett San Mateo County Harbor Commission PO Box 1449 El Granada, CA 94018 (650) 583-4400	Secretary: Vacant
Vice-President: Nancy Reyring San Mateo County Harbor Commission P.O. Box 1449 El Granada, CA 94018 (650) 583-4400	Treasurer: Iris Gallagher Bayshore Sanitary District 36 Industrial Way Brisbane, CA 94005 (415) 467-1144
CSDA Public Affairs Field Coordinator: Colleen Haley 530-902-3932 colleenh@csda.net	



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Parks and Recreation Updates
Date: December 19, 2024

- Level 1 Drawing Class to start January
- Waiting for use agreement from Half Moon Bay Library to cover possible story time and older adult craft class.
- In discussions for spring classes in sewing, meditation.
- Staff plans to participate in the Harbor District Boat Lighting event on December 14, 2024 to share information and raise community awareness about the District and the parks and recreation opportunities.
- Following the last meeting of the board, Director Dye assessed the snail situation on the strip and determined that the numbers were not significant enough to warrant a volunteer day in December. The situation will be reassessed in January and plans will be made as needed.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Jen Randle, Director
Subject: Formation of Ad Hoc Committee to Assess Community Interest in a Community Recreation Center
Date: December 19, 2024

Based on previous board discussions and community comments, I am proposing the formation of an ad hoc committee to assess the community's interest in a community recreation center. The District is committed to serving the diverse needs of its residents and fostering community engagement, and the proposed community recreation center aims to serve as a hub for recreational, cultural, and social activities. The establishment of a community recreation center would necessitate a change in the use of existing facilities, including the potential discontinuation of the privately owned preschool operations currently housed in the proposed recreation center. The Board of Directors seeks to ensure that any decision regarding the establishment of a community recreation center is informed by the views and preferences of the District's residents and ratepayers and that the process promotes transparency and inclusivity through direct engagement of the entire community.

I would suggest that the ad hoc committee consist of two board appointed members, district staff, and possibly other district resident representatives as deemed appropriate. Through various methods including online, print, and events, the committee would conduct a wide-reaching 30-day survey to gauge community interest and gather input on priorities and concerns, including a community recreation center and the potential impact on the private preschool. At the close of the survey period, the ad hoc committee will compile and analyze survey responses and present a report of the findings to the GCSB Board and public.

This board reaffirms its commitment to fostering open dialogue with the community and ensuring that resident input is a cornerstone of the decision-making process.



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Draft Update to the District Bylaws
Date: December 19, 2024

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

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

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

GRANADA COMMUNITY SERVICES DISTRICT

DISTRICT BYLAWS

December 19, 2024



PURPOSE OF DISTRICT BYLAWS

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

ARTICLE I

NAME, ADDRESS, AUTHORITY

NAME: Granada Community Services District (GCSD)

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

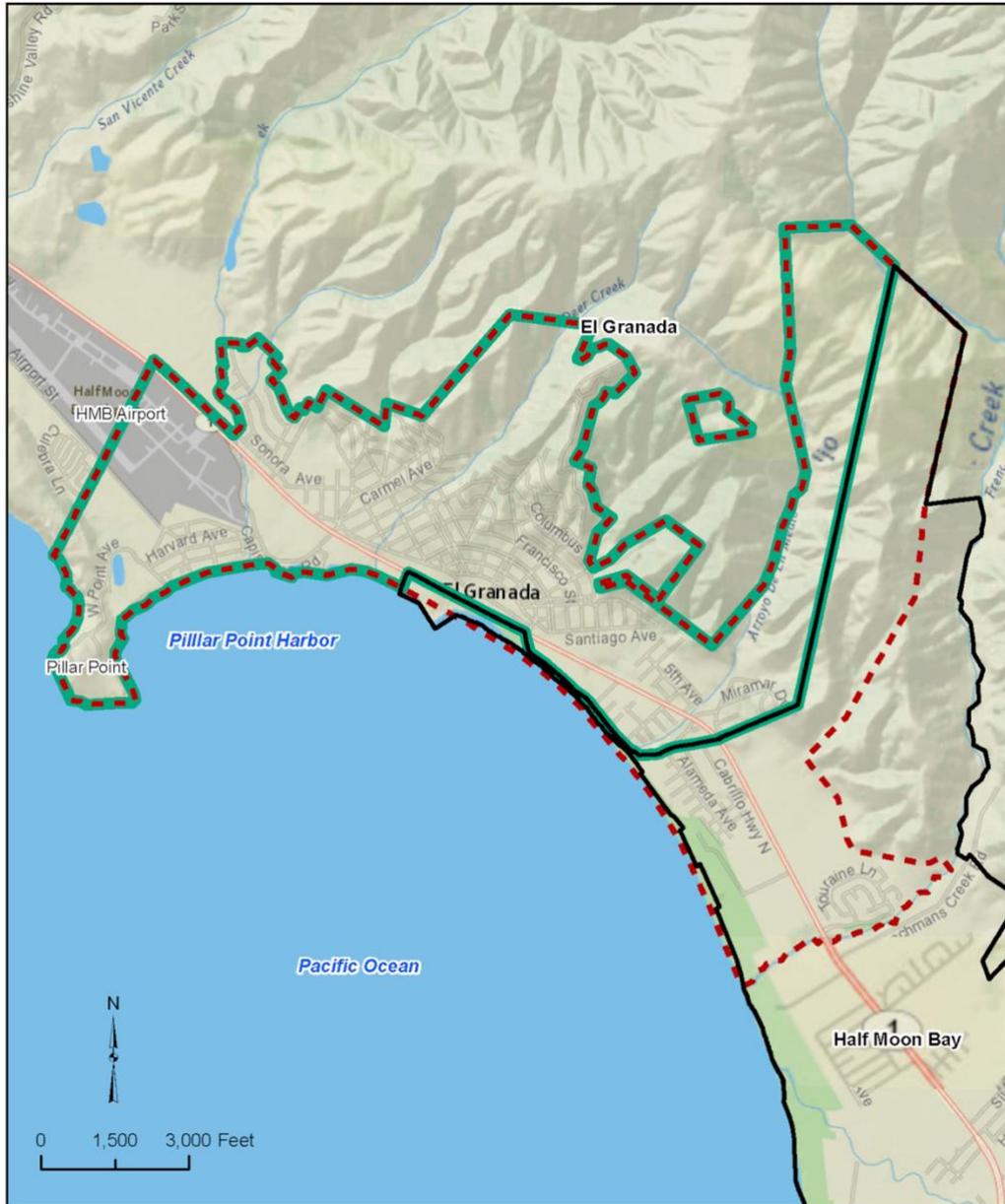
OFFICE ADDRESS: 504 Avenue Alhambra
3rd Floor
El Granada, CA 94018

WEBSITE: granada.ca.gov

PHONE: 650-726-7093

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

ARTICLE II DISTRICT MAP AND BOUNDARIES



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

Granada Community Services District Boundaries

ARTICLE III
POWERS OF THE BOARD

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

ARTICLE IV
BOARD MEMBER QUALIFICATIONS, ELECTIONS, TERMS

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

ARTICLE V
MEETINGS OF THE BOARD OF DIRECTORS

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

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

ARTICLE VI
OFFICERS

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

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

ARTICLE VII COMMITTEES

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

ARTICLE VIII REPRESENTATIVES TO OTHER AGENCIES

- 1) **REPRESENTATIVES TO SAM.** The District Board shall appoint two of its members to serve as the District's representatives to SAM, and shall also appoint two of its members to serve as the District's alternate representative, who shall assume all rights and duties of an absent District

representative to SAM. The District representatives and alternate shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board. The appointment of a District representative to be a SAM Board member or alternate shall be by resolution, which resolution shall be filed with SAM. If necessary to assure full District voting power at a SAM Meeting due to inability of the two appointed representatives (or one representative and one alternate) to attend a SAM Meeting, and in the event that the District Board cannot meet to appoint another alternate, an appointee or alternate (or failing that, the Board President) may appoint another member of the District Board as a SAM representative *pro tem* to attend a scheduled SAM Meeting.

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

ARTICLE IX ETHICS TRAINING

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

December 12, 2024

Memorandum

To: Granada Community Services District

From: John H. Rayner, District Engineer

Subject: Engineer's Report for December 2024

6-Year CIP, Project 3

CIP, Project 3 is the next and final project of the 6-Year CIP approved by the Board in 2019. Because of the combination of recent higher construction costs and SAM's increased 5 Year CIP, GCSD's CIP Project 3 has been delayed.

Pillar Point Harbor Sewage Meter

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

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

SAM staff recommended and the SAM Board approved at its November meeting the selection of the McGuire and Hester Team to provide progressive design build services for replacement of SAM's Montara Force Main.

SAM's 5 Year CIP

The 5 Year Capital Improvements Plan was approved by the SAM Board at its November meeting. The plan includes projected capital expenditures over the next 5 fiscal years of \$18.7 million versus an initial target of \$13.5 million. The increase was primarily due to the need to replace SAM's Montara force main.

Memorandum

Granada Community Services District
December 12, 2024

Naples Beach, Phase 2 Easement

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

Big Wave Connection

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



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

Regular Board Meeting 7:00 PM, Monday, December 9, 2024

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89227910412?pwd=9WDPJBR3jYmnA3wYwyuaSpoANyMJsV.1>

Meeting ID: 892 2791 0412

Passcode: 009860

1 669 444 9171 US

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

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

1. CALL TO ORDER

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

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

Members of the public are welcome to provide public comments in person, or via computer web-link/telephone on items not on the agenda at this time. Members of the public may also comment via e-mail by sending email comments to kishen@samcleanswater.org. All comments submitted prior to 7 pm on December 9, 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 November 25, 2024, Regular Board Meeting **(Attachment)**
- B. Approve Disbursements for December 9, 2024 **(Attachment)**
- C. Approve the Schedule of Board of Director Meetings for 2025 **(Attachment)**

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

- A. Adopt a Resolution Expressing Appreciation for Matthew Clark for his Years of Service on the SAM Board of Directors. **(Attachment)**
- B. Receive and File the Annual Comprehensive Financial Report (ACFR) for SAM for the Fiscal Year Ending June 30,2024 **(Attachment)**
- C. Approve and Authorize the General Manager to Execute a Side Letter Agreement with IUOE Stationary Engineers, Local 39 to Modify Article IX, Section B of the 2025-2030 Memorandum of Understanding Regarding Health Insurance Contribution, Effective January 1, 2025. **(Attachment)**
- D. Modify Article 8, Section 8.01 of Unrepresented Employees Handbook Regarding Employee Fringe Benefits for Group Medical/Dental/Vision Insurance Contributions. **(Attachment)**

5. GENERAL MANAGER’S REPORT

6. ATTORNEY’S REPORT

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

7. DIRECTORS’ REPORT

8. TOPICS FOR FUTURE BOARD CONSIDERATION (Attachment)

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

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

11. ADJOURNMENT

Upcoming Regular Board Meetings: December 23, 2024, and January 13, 2025

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

INFORMATION FOR THE PUBLIC

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

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

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



GRANADA COMMUNITY SERVICES DISTRICT

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

November 21, 2024

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER.

The regular meeting was called to order at 7:00 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). Director Jen Randle was absent.

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

GENERAL PUBLIC PARTICIPATION

Elizabeth Andrews as legal counsel for Picasso Preschool stated that she has requested a meeting with GCSD legal counsel regarding the Picasso lease. Mr. Parkin stated that he would be reaching out in the next day to schedule. Will Plaxico presented his concerns regarding lack of preschool capacity on the Coast and stated that he thinks GCSD has an obligation to assist the school in relocation. Director Marsh stated that Director Randle would be bringing a plan to the December meeting for an ad hoc committee to investigate the issue.

REGULAR MEETING AGENDA

- 1) Review of Recology Rate Increase for 2025** – Mr. Duffy reviewed the cost-based increase proposed by Recology and stated that Recology had reduced the increase from 10% to 6%. Recology General Manager Glen Bongi explained that the increased costs are due to higher disposal rates at Ox Mountain landfill, increased organics processing, and purchase of new vehicles due to new emissions standards.
- 2) Resolution of Appreciation for Director Matthew Clark** – Director Marsh thanked Director Clark for his support of the Parks Advisory Committee and for his role on the SAM board. Mr. Duffy thanked Director Clark for his long tenure on the board, and his clarity on the issues considered by the District and SAM over the years. Director Dye commented on Mr. Clark's role in transforming the original sanitary district into a community services district with parks and recreation powers.

Former GCSB Assistant General Manager Delia Comito commended Director Clark for his work on the GCSB board and the SAM board. Mike O'Neill, representing Supervisor Mueller's office, presented Mr. Clark with a resolution from the San Mateo County Board of Supervisors. Former Director Fran Pollard congratulated Mr. Clark and thanked him for his years of service. Director Dye presented Director Clark with GCSB Resolution 2024-06 recognizing his many accomplishments and service for the district. Director Clark thanked the many board members and staff with whom he has worked over the past 21 years.

ACTION: Director Dye moved to approve Resolution 2024-06. (Dye/Marsh).
Approved 4-0.

3) Parks and Recreation Activities

a. Report on Planned Recreation Program Events – Ms. Atmore reminded the board that the bookmobile continues to visit El Granada twice monthly, a Level 1 Drawing Class will begin in January, the Harbor District will be holding their annual boat lighting event, Recology Recycling Days for 2025 have been scheduled, and there is still discussion to have collaborative classes with the Half Moon Bay Library. Ms. Atmore also stated that she and Director Dye recently cut the seed heads off the Jubata grass that is present on the park property. Director Dye updated the Board on the El Granada Elementary School Coastside Land Trust Junior Land Stewards program.

4) **Engineer's Report** – Mr. Duffy reported that Ms. Atmore and a representative from Kennedy Jenks attended the SAM interview sessions for the three progressive design build firms who responded to the RFP for the SAM force main project in Montara, and that SAM staff would be making a recommendation at the next SAM board meeting.

5) **Report on Sewer Authority Mid-Coastside Meetings** – Director Dye stated that SAM had received a preliminary grant from FEMA for \$3 million to assist in moving the SAM plant electrical building to higher ground to prevent flooding of the building. Mr. Duffy stated that his recollection is that moving the electrical building at the SAM plant would cost in the neighborhood of \$20 million, and that there were potentially more cost effective options to protect the building from flooding that were discussed at the last managers and engineers meeting.

a. Report on proposed SAM 5 Year Capital Improvement Program – Mr. Duffy reviewed the proposed SAM 5 Year CIP, and said that the first three years are focused on the SAM force main project in Montara as required by the 2019 judicial consent decree between SAM and ERF. The remaining years generally address the proposed Montara and Portola pump station generator and meter projects, as well as a proposed replacement of the Princeton pump station force main. Mr. Duffy suggested that as shown on his attached spreadsheets, moving the generator projects out one year, and the meter projects out two years, would smooth out the CIP costs to the member agencies to adhere more closely to the \$2.5M yearly CIP target ceiling previously agreed to. He also stated that the Princeton Pump Station Force Main Condition Assessment report commissioned by SAM in 2020 stated that the Princeton force main was in sound condition and should last at least another 30 years. The report recommended not replacement, but rather a condition re-assessment in 10 years. Director Marsh remarked that

she could not reconcile the condition assessment report's conclusion with the forcemain replacement recommended by SAM. Directors Dye and Clark agreed that they would recommend the revised CIP funding schedule suggested by Mr. Duffy at the next SAM board meeting.

Delia Comito stated that as a ratepayer she is concerned with the lack of spending controls in SAM's 5 Year CIP plan, and that she encouraged the District's SAM representatives to support Mr. Duffy's proposal at the SAM board meeting.

CONSENT AGENDA

- 6) October 17 Regular Meeting Minutes.**
- 7) November 2024 Warrants.**
- 8) September 2024 Financial Statements.**

ACTION: Director Clark moved to approve the Consent Agenda. (Clark/Dye).
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 – Ms. Atmore** stated that she attended the El Granada CERT meeting to remind the public that they should not connect rainwater drains and downspouts to sewer laterals.
- 13) Future Agenda Items – Director Marsh** stated that the proposed discussion on an ad hoc committee investigating the proposed community recreation center in relation to a continuing preschool would occur at the December meeting, and that a discussion on addition of CSD powers would wait until that ad hoc committee had time to gather information.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:40 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: December 19, 2024

**Granada Community Services District
December 2024 Warrants
For the December 19, 2024 Board of Director's Meeting**

Date	Num	Name	Memo	Account	Amount
11/21/24	10203	AT&T	Inv dtd 11/05/24	6170 Utilities	204.06
11/21/24	10204	Coastside Land Trust	Jr Land Stewards Program FY 24/25	6310 Park Related Misc Expenses	12,000.00
11/21/24	10205	Kennedy Jenks	Summary No. 201, 203	6070 Engineering Services	21,345.09
11/21/24	10206	Sewer Authority Mid-Coastside	Oct 2024 Pass Through	5010 SAM - General	3,050.00
12/02/24	10207	San Mateo County Harbor District	Adj to Office Lease-Dec 2024	6120 Office Lease	170.20
12/10/24	10208	Tri Counties Bank	Nov 2024 Card Charges	6140 Office Supplies	526.13
12/19/24	10209	Alhambra & Sierra Springs	Inv dtd 11/21/24	6140 Office Supplies	48.46
12/19/24	10210	AT&T	Inv dtd 12/05/24	6170 Utilities	225.97
12/19/24	10211	Barbara Dye	11/21/24 GCSD	6040 Directors' Compensation	190.00
12/19/24	10212	CASA	2025 CASA Membership Renewal	6100 Memberships	1,010.00
12/19/24	10213	CliftonLarsonAllen LLP	A167689-10/16/24-11/15/24 Accounting Svcs	6152 Accounting	7,400.75
12/19/24	10214	Comcast	12/13/24-01/12/25 Svcs	6170 Utilities	340.19
12/19/24	10215	Dudek	10/26/24-11/22/24 Prof. Svcs	6151 General Manager	6,791.64
12/19/24	10216	Hue & Cry, Inc	Jan 2025 Pump Stn Alarm & Qrtly Ofc Alarm	6170 Utilities	132.88
12/19/24	10217	Jill Grant	11/21/24 GCSD	6040 Directors' Compensation	190.00
12/19/24	10218	KBA Document Solutions, LLC	1364946-Inv dtd 10/11/24, 11/20/24	6140 Office Supplies	90.45
12/19/24	10219	Matthew Clark	11/21/24 GCSD	6040 Directors' Compensation	190.00
12/19/24	10220	Nancy Marsh	11/21/24 GCSD	6040 Directors' Compensation	190.00
12/19/24	10221	Pacifica Community TV	11/21/24 GCSD	6180 Video Taping	400.00
12/19/24	10222	Rodolfo Romero	Dec Cleaning	6130 Office Maintenance & Repairs	220.00
12/19/24	10223	San Mateo County Harbor District	Office Lease-Jan 2024	6120 Office Lease	5,220.20
12/19/24	10224	SDRMA	SDRMA Medical Benefit Premiums - January 2025	6062 Medical	5,195.41
12/19/24	10225	Sewer Authority Mid-Coastside	Dec 2024 Collections & Asmts	5010 SAM - General	164,163.05
12/19/24	10226	Streamline	Streamline Flex 12/01/24-01/01/25	6190 Computers	350.00
12/19/24	10227	SWRCB	Annual Permit Fee 07/01/24-06/30/25	6140 Office Supplies	3,945.00
12/19/24	10228	US Bank Equipment Finance	Dec 2024 Svcs	6020 Copier lease	252.28
12/19/24	10229	Wittwer & Parkin	Nov 2024 Svcs	6090 Legal Services	4,536.00

TOTAL \$ 238,377.76



Financial Statements

Granada Community Services District
October 2024

PRELIMINARY DRAFT

Table of Contents

Financial Statements	1
Supplementary Information	5
Selected Information	8

PRELIMINARY DRAFT

Financial Statements

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

ASSETS	Oct 2024
Cash & Equivalents	
Petty Cash	\$ 226
Tri Counties Bank - Gen Op	50,583
Tri Counties Bank - Deposit	17,344
LAIF	8,887
CalTrust Liquidity Fund #0010	3,775,491
Undeposited Funds	2,773
Total Cash & Equivalents	3,855,304
Accounts Receivable	
Accounts Receivable from Customers	45,754
Other Current Assets	
Prepaid Expenses	10,077
Total Other Current Assets	10,077
Total Current Assets	3,911,136
Fixed Assets	
Collections System	12,833,176
Equipment	41,930
Land	2,862,979
Accumulated Depreciation	(8,265,800)
Total Fixed Assets	7,472,286
Investments or Other Non-Current Assets	
Investment in SAM	5,036,039
ERAF 5% Retention Receivable	26,516
Total Investments or Other Non-Current Assets	5,062,555
Total Non-Current Assets	12,534,841
Total Assets	16,445,977
Deferred Outflows of Resources	134,563

(Continued on next page)

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

LIABILITIES	Oct 2024
Accounts Payable	
Accounts Payable	79,381
Other Current Liabilities	
Accrued Vacation	11,301
Deposits Payable	23,055
Due to AD	6,455
Payroll Liabilities	3,400
Recology-Delinquent Garbage Payable	10,172
Total Other Current Liabilities	54,383
Total Current Liabilities	133,765
Other Non-Current Liabilities	
Net Pension Liability	204,826
Total Other Non-Current Liabilities	204,826
Total Non-Current Liabilities	204,826
Total Liabilities	338,591
Deferred Inflows of Resources	13,576
NET POSITION	
Net Investment in Capital Assets	7,472,286
Net Position - Unrestricted	8,756,087
Total Net Position	\$ 16,228,373

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

Revenue	Jul-Oct 2024	Expected to Date	Variance YTD	FY 2024/2025 Budget
Operating Revenue				
Sewer Service Charges-SMC	\$ -	\$ 928,333	\$ (928,333)	\$ 2,785,000
Connection Fees	18,800	6,267	12,533	18,800
Total Operating Revenue	18,800	934,600	(915,800)	2,803,800
Non Operating Revenue				
Interest on Reserves	71,873	61,000	10,873	183,000
Net Incr.(Decr.) FV of Invstmnts	19	-	19	-
SAM Refund from Prior Yr	-	333	(333)	1,000
ERAF Refund	17,888	250,000	(232,112)	500,000
Misc Income	3,100	2,000	1,100	6,000
Lease Revenue	20,000	20,000	-	60,000
Park Tax Allocation	33,227	313,333	(280,106)	940,000
AD OH Reimbursement	-	12,000	(12,000)	36,000
Recology Franchise Fee	11,516	15,333	(3,818)	46,000
Total Non Operating Revenue	157,623	674,000	(516,377)	1,772,000
Total Revenue	176,423	1,608,600	(1,432,177)	4,575,800
Expenses				
Operations				
SAM - General	398,379	400,373	(1,994)	1,201,119
SAM - Pass Through Costs	43,309	-	43,309	-
SAM - Collections	58,254	58,254	-	174,761
Depreciation Expense	96,097	-	96,097	-
CCTV	-	5,000	(5,000)	15,000
Pet Waste Station	281	-	281	-
RCD - Parks	-	1,667	(1,667)	5,000
Half Moon Bay Reimb - Parks	53,110	9,000	44,110	27,000
Parks & Rec Professional Svcs	39,470	-	39,470	-
Total Operations	688,898	474,293	214,605	1,422,880
Administration				
Auditing	275	6,000	(5,725)	18,000
Copier lease	1,009	1,500	(491)	4,500
Directors' Compensation	3,990	5,000	(1,010)	15,000
Education & Travel Reimb	2,800	667	2,133	2,000
Employee Compensation	123,756	127,000	(3,244)	381,000
Engineering Services	17,450	11,667	5,784	35,000
Insurance	1,363	21,667	(20,304)	65,000
Legal Services	13,738	43,333	(29,595)	130,000
Memberships	6,858	3,333	3,525	10,000
Office Lease	20,200	20,667	(467)	62,000

(Continued on next page)

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

Administration (Continued)	Jul-Oct 2024	Expected to Date	Variance YTD	FY 2024/2025 Budget
Office Maintenance & Repairs	1,187	1,167	20	3,500
Other Property Maint.	2,508	-	2,508	-
Office Supplies	1,423	-	1,423	-
Professional Services	45,098	85,000	(39,902)	255,000
Publications & Notices	1,107	3,000	(1,893)	9,000
Utilities	4,001	5,333	(1,332)	16,000
Video Taping	1,600	1,667	(67)	5,000
Computers	3,231	1,667	1,564	5,000
Miscellaneous	7,757	333	7,422	1,000
Bank Service Charges	203	-	203	-
Park Related Misc Expenses	19,534	5,000	14,534	15,000
Total Administration	279,087	344,000	(64,914)	1,032,000
Capital Projects				
Infrastructure Repairs	190,400	191,739	(1,339)	575,217
SSMP Costs	4,963	-	4,963	-
6-yr CIP Phase 2	6,115	-	6,115	-
6-yr CIP Phase 3	-	21,667	(21,667)	65,000
Mainline System Repairs	-	3,333	(3,333)	10,000
Total Capital Projects	201,478	216,739	(15,261)	650,217
Total Expenses	1,169,463	1,035,032	134,430	3,105,097
Change in Net Position	(993,040)	573,568	(1,566,607)	1,470,703
Beginning Net Position	17,221,413	17,221,413		17,221,413
Ending Net Position	\$ 16,228,373	\$ 17,794,981		\$ 18,692,116

Supplementary Information

Granada Community Services District Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund (Unaudited) For the Four Months Ended October 31, 2024

Revenue	Sewer	Parks & Recreation	Total
Operating Revenue			
Connection Fees	\$ 18,800	\$ -	\$ 18,800
Non Operating Revenue			
Interest on Reserves	52,207	19,667	71,873
Net Incr.(Decr.) FV of Invstmnts	13	6	19
ERAF Refund	10,733	7,155	17,888
Misc Income	3,100	-	3,100
Lease Revenue	17,500	2,500	20,000
Park Tax Allocation	-	33,227	33,227
Recology Franchise Fee	11,516	-	11,516
Total Non Operating Revenue	95,068	62,554	157,623
Total Revenue	113,868	62,554	176,423
Expenses			
Operations			
SAM - General	398,379	-	398,379
SAM - Pass Through Costs	43,309	-	43,309
SAM - Collections	58,254	-	58,254
Depreciation Expense	94,779	1,318	96,097
Pet Waste Station	-	281	281
Half Moon Bay Reimb - Parks	-	53,110	53,110
Parks & Rec Professional Svcs	-	39,470	39,470
Total Operations	594,720	94,179	688,898
Administration			
Auditing	206	69	275
Copier lease	757	252	1,009
Directors' Compensation	3,040	950	3,990
Education & Travel Reimb	2,100	700	2,800
Employee Compensation	92,853	30,903	123,756
Engineering Services	17,450	-	17,450
Insurance	1,022	341	1,363
Legal Services	9,060	4,678	13,738
Memberships	5,144	1,715	6,858
Office Lease	16,413	3,788	20,200
Office Maintenance & Repairs	890	297	1,187
Other Property Maint.	958	1,550	2,508
Office Supplies	1,067	355	1,423
Professional Services	34,748	10,349	45,098
Publications & Notices	1,082	25	1,107
Utilities	3,594	407	4,001
Video Taping	1,200	400	1,600
Computers	2,423	808	3,231
Miscellaneous	6,929	827	7,757
Bank Service Charges	159	45	203
Park Related Misc Expenses	-	19,534	19,534
Total Administration	201,096	77,991	279,087

(Continued on next page)

Supplementary Information
 Granada Community Services District
 Schedule of Revenues, Expenses, and Changes in Net Position By Budgetary Fund
 (Unaudited)
 For the Four Months Ended October 31, 2024
 (Continued)

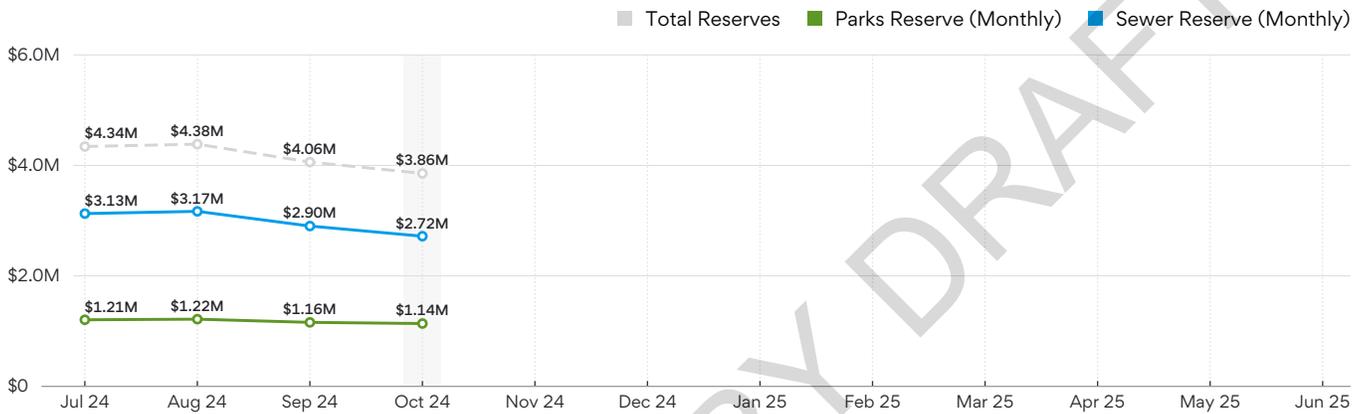
Expenses (Continued)	Sewer	Parks & Recreation	Total
Capital Projects			
Infrastructure Repairs	190,400	-	190,400
SSMP Costs	4,963	-	4,963
6-yr CIP Phase 2	6,115	-	6,115
Total Capital Projects	201,478	-	201,478
Total Expenses	997,293	172,170	1,169,463
Change in Net Position	\$ (883,425)	\$ (109,616)	\$ (993,040)

PRELIMINARY DRAFT

Supplementary Information
Granada Community Services District
Budgetary Reserve Balance Roll-Forward Schedule (Unaudited)
For the Four Months Ended October 31, 2024

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

Reserve Balances



Sewer Reserves (\$)	2024/2025 (YTD)
Beginning Sewer Reserve	3,273,516
Change in Sewer Reserve	(555,422)
Ending Sewer Reserve	2,718,094

Parks & Recreation Reserves (\$)	2024/2025 (YTD)
Beginning Parks Reserve	1,206,127
Change in Parks Reserve	(68,917)
Ending Parks Reserve	1,137,210

Total Cash Reserves (\$)	2024/2025 (YTD)
Ending Reserves	3,855,304



GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Board of Directors
From: Hope Atmore, Assistant General Manager
Subject: Update on San Mateo County Leadership CORPS Program
Date: December 19, 2024

The Leadership Council San Mateo County offers a 10 month professional development program that is focused on the issues, challenges, and opportunities specific to San Mateo County. I was thrilled to be accepted into the program and am finding it personally and professionally beneficial. The Leadership Corps cohort of approximately 40 people includes elected officials and staff from various cities and unincorporated areas of the county, leaders of small to large nonprofits, and private business leaders from around the county. Each month a different topic is covered while also having some time spent on personal/professional development. Below is an overview of topics covered to date.

- September 12-13 – Opening session. SMC County Executive Mike Callagy presented an overview of county initiatives, discussed county budgets, and current county challenges. Day 1 leadership coaching focused on goals and purpose. Day 2 concentrated on future thinking and inclusion. (Burlingame Community Center).
- October 18 – Building Healthy Communities. The second workshop focused on social determinants of health, and disparities in public health, and inclusive research. Keynot speaker was Quita Highsmith, VP and Chief Diversity Officer of Genentech. (Genentech, South San Francisco).
- November 15 – Economic Development Day. Speakers included Executive Director of the Bay Area Council Economic Institute and President and CEO of SAMCEDA. Discussion focused on current economic trends in the county and potential future trends. Additional discussion of AI in governance and how it will impact the economy in San Mateo County. Personal/professional development concentrated on empathy mapping and problem statements. (Community Activities Building, Redwood City).
- December 6 – SIMSOC. Immersive simulated society exercise facilitated by Leadership on the Move. This day combined the Leadership CORPS and Emerging Leaders cohorts and was an exhaustive full day society development and coordination.

I will provide another summary at the end of the program in June.

GRANADA COMMUNITY SERVICES DISTRICT

Administrative Staff Report

Period: November 15, 2024 to December 12, 2024
To: Board of Directors
From: Hope Atmore, Assistant General Manager
Date: December 19, 2024

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

APPLICATIONS RECEIVED

There was one application received this period:

Table with 7 columns: Date, Class, Owner/Agent, APN, Address, Sq. Ft., Zone. Contains 10 rows of application data.

Shaded items were previously reported.

PERMITS ISSUED

There was one permit issued this period:

Table with 8 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Contains 10 rows of permit data.

Shaded items were previously reported.

SEWER HOOK-UPS

There were two hook-ups this period:

Table with 8 columns: Permit No., Class, Date, Owner/Agent, APN, Address, Sq. ft., Zone. Contains 3 rows of sewer hook-up data.

Shaded items were previously reported.

SPECIAL NOTES: The San Mateo County Harbor District will be painting and replacing the flooring in their offices on the second floor as well as all common spaces in the building from December 23 to January 14. As such, access to GCSD offices will be limited and they have recommended remote work (their staff will be remote the entire time). We have asked that they prioritize common spaces so that we can return to the office by January 6, 2025. GCSD staff will be working remotely from December 23 through January 3, 2025.

