



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

May 20, 2021

**THIS MEETING WAS HELD VIA TELE-CONFERENCE AS PERMITTED BY
STATE EXECUTIVE ORDER N-29-20.**

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:37 pm.

ROLL CALL

President Matthew Clark, Vice President Eric Suchomel, Director Barbara Dye, Director Nancy Marsh, and Director David Seaton.

Staff: General Manager Chuck Duffy, District Counsel Bill Parkin, and in Open Session only, Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

Board members convened to a separate conference line for 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.

2. Conference with Real Property Negotiator (Government Code Section 54956.8). Property: 480 Avenue Alhambra, El Granada, California.

District's Negotiators: Chuck Duffy and David Worden

Negotiating parties: Deborah and Michael Picasso, and Colliers International (Ryan Young, Agent) and Granada Community Services District

Under negotiation: Instruction to negotiator will concern price and terms of purchase.

3. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

GENERAL PUBLIC PARTICIPATION

ACTION AGENDA

1. Consideration of Kikuchi & Kankel Proposal for the Burnham Park Schematic Design, CDP and County Permit Submittal Phases.

Chuck Duffy stated that the proposal presented was for the design and permitting phases for the development of Burnham Park, and provides “not to exceed” cost limits for each phase. Tom Conroy of Kikuchi & Kankel (K & K) was present to provide background information and to answer questions from the Board.

The Board held a discussion, and agreed that the proposal costs were reasonable, that using a local firm is beneficial, and that K & K has been doing a great job.

ACTION: Director Dye moved to approve the Kikuchi & Kankel proposal for Landscape Architectural Services as presented. (Dye/Marsh). Approved 5-0.

2. Report from Parks Advisory Committee.

Director Marsh reported on her attendance at the City of Half Moon Bay Parks & Recreation meeting, and said she will be giving a presentation next month on the District’s parks activity.

PAC Members Ric Barker and Michelle Dragony reported on the summer recreation programs they were organizing. Ms. Dragony went into detail regarding clean-up and concert programs, and asked for budget approval for some programs. While the Board supported the programs, they requested that Ms. Dragony work with staff to refine the proposals.

3. Consideration of Ordinance Amending District Code Section 701 (01) (A) (iii) Relating to Sewer Connection Fees for Accessory Dwelling Units – First Reading.

Staff explained that the ordinance presented stemmed from the March board meeting during which the ERU assessments of Accessory Dwelling Units was discussed.

ACTION: Staff read the title of the Ordinance. Director Dye moved to waive the reading of the Ordinance and approve its adoption subject to final enactment after a second reading at the next board meeting. (Dye/Seaton). Approved 5-0.

4. Consideration of Potential Increase in Sewer Service Charge Rates for Fiscal Years 2021/22, 22/23 and 23/24.

Mr. Duffy said he prepared a preview of the sewer district budget over a three-year period with a proposed 8% increase in sewer service charges after consulting with Bartle and Wells, the firm hired to produce a sewer service rate study for the district. He said the cost for GCSO's portion of the Sewer Authority Mid-Coastside budget is by far the largest component of the District budget and is driving the majority of the proposed increase.

The Board held a discussion, and decided to not implement an increase this fiscal year, which will provide time for community input early next year as well as providing time to meet Prop. 218 requirements. Mr. Duffy will present the Bartle and Wells sewer service rate study at a future meeting.

5. Consideration of Approving Response to Grand Jury Report: "Ransomware: It Is Not Enough to Think You Are Protected".

A draft letter was presented in response to the Grand Jury Report.

ACTION: Director Dye move to approve the letter as presented. (Dye/Marsh).
Approved 5-0.

6. Accept Lowest Responsible Bid for the Naples Beach Phase 2 Sewer Project.

The project will relocate the existing sewer main which currently is attached to the bridge over Medio Creek, and relocate it inland to flow to the Naples Beach Pump Station.

ACTION: Director Marsh moved to approve the lowest responsible bid as presented. (Marsh/Suchomel). Approved 5-0.

7. Consideration of Amendments to the District's Personnel Manual and Related Salary Schedule Resolution.

ACTION: Director Marsh moved to approve the amended Personnel Manual as presented. (Marsh/Suchomel). Approved 5-0.

8. Consideration of Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2021-22.

Staff recommended Board approval of the SAM budget as presented.

ACTION: Director Dye moved to approve the SAM General Budget for FY 2021-22 and its corresponding resolution. (Dye/Clark). Approved 5-0.

9. Consideration of Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2021-22.

ACTION: Director Dye moved to approve the SAM Contract Collections budget for FY 2021-22 and its corresponding resolution. (Dye/Clark). Approved 5-0.

10. Report on Sewer Authority Mid-Coastside Meetings.

The district's SAM representatives reported that the District will not be participating in the County Hazard Mitigation Plan, but that the Montara Water & Sanitary District would be and will include 100% of any proposed SAM projects proposed to potentially be funded by the plan.

CONSENT AGENDA

11. April 15, 2021 Special and Regular Meeting Minutes.

12. May 7, 2021 Special Meeting Minutes.

13. May 2021 Warrants.

14. March 2021 Financial Statements.

15. Assessment District Distribution #11-20/21.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

17. Attorney's Report. (Parkin)

18. General Manager's Report. (Duffy)

19. Administrative Staff Report.

20. Engineer's Report. (Kennedy Jenks)

21. Future Agenda Items.

The Regular Meeting was adjourned at 9:35 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: June 17, 2021