



## GRANADA COMMUNITY SERVICES DISTRICT

# MINUTES BOARD OF DIRECTORS REGULAR MEETING

October 19, 2023

**THIS MEETING WAS HELD IN PERSON AND VIA ZOOM**

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

The Regular Meeting was called to order at 7:10 p.m.

### **ROLL CALL**

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

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore and District Counsel Antoinette Ranit.

### **GENERAL PUBLIC PARTICIPATION**

None.

### **REGULAR MEETING AGENDA**

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

- a. Report on Granada Community Park and Recreation Center. Project Manager, Ray Razavi gave a progress report on the Initial Study. He stated that the draft biological report has been received and there are no major impacts. The cultural report should be received shortly and noise study is starting.
  - i. 3D Renderings – Tom Conroy from Kikuchi+Kankel Design Group reviewed 3D renderings to be used for grant applications and outreach. Renderings are from three views and are intended to provide more intimate feel of the park. Views also incorporated three options for the SMC Library kiosk. Community member, Fran Pollard, commented that she liked the renderings and also asked about the CRC being used as a shelter. Board preferred library kiosk location near the CRC.
  - ii. Townsend Proposal – Alex Gibbs, Grants Manager from Townsend Public Affairs, gave an overview of Townsend. They offer two contract options; a per proposal approach ranging in price from \$5,000-\$15,000 per grant or a retainer based option for \$3500/month that focuses both on grants and on legislative earmarks on the county, state, and federal level.

**ACTION:** Director Dye made a motion to enter into a contract with Townsend Public Affairs for an all-inclusive rate of \$3500/month with the initial one year contract in the amount of \$42,000 and thereafter month to month. (Dye/Clark). Approved 5-0.

- b. Report on planned Recreation Program Events. Assistant General Manager gave a brief overview of recent programs including movie night, skate ramp updates, and Ramp Jam. Director Dye requested park use as a future agenda item and also commented on Junior Land Stewards program.

**2. Review of Recology Rate Increase.**

President Marsh noted that this year is an index based increase. General Manager Chuck Duffy commented that the 24% increase in fuel costs is driving much of the increase and the Prop 218 process that was completed in 2017 allows for annual review by GCSB but that the contract is approved through 2027 per Prop 218 rules.

**3. Consideration of Renewal of Office Lease for 504 Avenue Alhambra, 3<sup>rd</sup> Floor.**

**ACTION:** Director Clark moved to approve the Office Lease Agreement in substantial conformance subject to Legal Counsel approval. (Clark/Randle).  
Approved 5-0.

**4. Consideration of Independent Contractor Agreement for General Manager Services.**

**ACTION:** Director Clark moved to approve Independent Contractor Agreement for General Manager Services. (Clark/Grant). Approved 5-0.

**5. Engineer's Report.**

Director Dye stated that she would like feedback from the District Engineer on SAM projects. General Manager Duffy stated that SAM has the responsibility of hiring competent engineers like SRT, and that while our District Engineer can and should review SAM projects to help explain them to our Board and staff, this review process should not be seen as "approving" any SAM projects or methods. That responsibility lies solely with SAM staff and their consultants.

**6. Consideration of Approval of SAM Request for Funding to Replenish Reserve Funds in the amount of \$50,739.80.**

Directors Dye and Clark both expressed concerns about the likelihood of reimbursement from FEMA or SAM's insurance carrier for the damage caused to the plant and the SAM system by the heavy rains at the beginning of this year. They also expressed concern as to how money might be returned to GCSB and the other member agencies should SAM receive reimbursements from insurance and FEMA.

**ACTION:** Director Dye moved to approve the funding request of \$50,739.80 to be paid to SAM to replenish the emergency reserve funds. (Dye/Randle).  
Approved 5-0.

**7. Report on Sewer Authority Mid-Coastside Meetings.**

Directors Clark and Dye reported on the last SAM boarding. Director Clark stated that the ERF Consent Decree still requires the Montara Force Main be completed, but the City of Half Moon Bay will not commit to funding the project because they don't believe they are responsible for it, at least until their lawsuit against Montara MWD and GCSB is resolved. Director Dye reported that the Montara Force Main replacement options reports was completed, and that the SAM board agreed that Option 3 was the best option. It is unclear if SAM will move forward with SRT engineers to continue the force main design process until the previously allocated funds were exhausted.

President Marsh spoke to the SAM reserve funds levels and questioned why they are not held in interest earning accounts. The General Manager commented that the large majority of funds could and should be held in interest bearing accounts, which would bring in \$50,000+ in interest earned each year. SAM employee Aaron Gilbert stated that SAM was awarded an excellency award for how well it maintains its finances. Director Clark reported on the Board Operations Committee meeting and said that SAM is taking the following steps to safeguard the plant: constructing berms along the creek next to the plant, along with a concrete sack wall along the Kehoe ditch to protect from flooding; installing four large temporary holding tanks at the plant to hold excess storm water from Half Moon Bay; and training staff and running emergency drills for storm related emergencies.

### **CONSENT AGENDA**

- 8. September 21, 2023 Special and Regular Meeting Minutes.**
- 9. October 2023 Warrants.**
- 10. August 2023 Financial Statements.**

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

### **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**

The regular meeting was adjourned at 9:18 p.m.

ATTEST:

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Hope Atmore, Board Secretary

Date Approved by the Board: November 16, 2023.