



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS March 18, 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 7:00 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.

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: 531 Obispo Road, El Granada, California.

District's Negotiator: Chuck Duffy

Negotiating parties: Coastside Fire Protection District and Granada Community Services District

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

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 7:30 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

The Board President reordered the Agenda, moving Items 2 and 3 up to be heard before Item 1.

ACTION AGENDA

2. Report on Parks and Recreation Activities.

a. Update on Development of Feasibility Study for 531 Obispo Road.

Director Marsh introduced architect Rebecca Katkin, who has been hired by the District to assess the suitability of the old fire station building for the District's needs. After meeting with Directors Dye and Marsh, Ms. Katkin had developed a sample rendering of the building with the District's space requirements, which was provided for review at the meeting. The Board held a brief discussion and signified their general support of the potential plan, which verified that the building was suitable for the District's needs as a potential community center.

3. Consideration of Permit Fee Reduction Request from Mary Dupen.

This item had been placed on the agenda at the request of a customer who is building a detached Accessory Dwelling Unit (ADU), and who felt the permit fees were excessive. The Assistant General Manager explained that the bulk of the fees were related to the Assessment District and that while those fees were not subject to adjustment, the number of ERU's assessed to the project were. Ms. Dupen was present at the meeting and appealed to the Board to consider the disparity between the size of the ADU at 496 sq. ft. and the over \$11,000 in permit fees. After discussion with staff and the Board, it was determined that the capacity allocation of .5 ERU for an ADU could be reduced to .25 ERU due to the small size of the ADU. The Board directed staff to return with a proposed amendment to the Ordinance Code to change the ERU assessment for an ADU to .25 ERU.

1. Consideration of Variance Re-application for APN: 048-031-200, Magellan Ave., Miramar, 4,000 Sq. Ft. Parcel, Zoned R-1/S-94, Owner: Mithal.

The applicant had been denied a variance at the previous meeting due to Findings 5 and 6 not being met, which related to the proposed parcel coverage for impervious surfaces and the parcel being less than 60% of the minimum parcel size with three bedrooms. The applicant had reapplied by submitting revised plans with only two bedrooms and a reduction in lot coverage.

ACTION: Director Marsh moved to make the required findings and to issue the applicant a Sewer Permit Variance for the parcel listed above.

(Marsh/Seaton). Approved 5-0.

4. Consideration of Proposal for Connection Fee and Sewer Service Charge Study.

Mr. Duffy reported that he had received proposals from Bartle Wells Associates and IB Consulting to produce a connection fee and sewer service charge study. Bartle Wells' proposal totaled \$18,000 for the SSC and Connection Fee study, while the IB Consulting proposal totaled \$42,000. Mr. Duffy had worked with both firms in the past and each had done a good job with their studies. The Board held a discussion. It was agreed that the basis of the sewer service charge

component of the study should be developed on the basis of the District's sewer charges being self-supportive of maintain the sewer system as opposed to being augmented by property taxes.

ACTION: Director Dye moved to approve the proposal from Bartle Wells Associates for the sewer connection fee and SSC Study. (Dye/Marsh).
Approved 5-0.

5. Accept Lowest Responsible Bid for the 2020 Capital Improvement Project, Sewer Replacements Project 1.

The District Engineer provided a letter of recommendation to award the project to Devaney Engineering, Inc. who was the low bidder of the six bids received in the amount of \$446,455. The Board requested staff to provide information to the public regarding the project via social media.

ACTION: Director Marsh moved to award the construction contract for the 2020 CIP to Devaney Engineering, Inc. (Marsh/Dye). Approved 5-0.

6. Adopt Board of Directors Code of Ethics Policy.

ACTION: Director Marsh moved to approve the Ethics Policy as presented. (Marsh/Suchomel). Approved 5-0.

7. Report on Sewer Authority Mid-Coastside Meetings.

Directors Dye and Clark reported on the ongoing issues at SAM.

CONSENT AGENDA

8. February 18, 2021 Special and Regular Meeting Minutes.

9. March 2021 Warrants.

10. January 2021 Financial Statements.

11. Assessment District Distribution #9-20/21.

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

COMMITTEE REPORTS

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

Director Dye reported on her meeting with the Resource Conservation District (RCD) regarding the Burnham Park Plan, and to discuss her concerns about environmental issues. She also reported on the homeless encampment on the property.

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

The Regular Meeting was adjourned at 9:30 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: April 15, 2021