



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

November 16, 2023 at 7:00 pm

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:03 p.m.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, Director Barbara Dye. Director Jill Grant participated 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 Acting District Counsel Antoinette Ranit.

GENERAL PUBLIC PARTICIPATION

El Granada resident, Tom Carey, addressed the Board regarding a parcel owned by GCSD in East Miramar. The parcel is positioned between undeveloped lots owned by Mr. Carey and he proposed that the District consider selling the lot in order for it to be merged. President Marsh requested that this issue be placed on a future agenda.

REGULAR MEETING AGENDA

1. Public Hearing: Consideration of Approval of Ordinance No. 177, an Ordinance Regarding Compensation of Directors of the Granada Community Services District – Second Reading.

ACTION: Director Clark moved to waive the second reading of the Ordinance (Clark/Dye). Approved 4-1, Director Grant opposed.

Director Grant expressed concerns that the Ordinance could allow for abuse and should be revised to require appointed committee members seek prior approval to committee meetings and give written reports at regular board meetings. President Marsh pointed out that standing committee meetings require public notice, that all payments for attendance would be public through warrants, and that there is an agenda item for committee meeting reports. Director Clark questioned if the language in the ordinance would allow for SAM committee members to be paid by both agencies for attendance at a SAM meeting. General Manager Duffy noted that historically, committee members have not done so but that the language could be interpreted either way.

President Marsh opened the Public Hearing. There were no comments from members of the public, and the Public Hearing was closed. President Marsh suggested that the Ordinance be revised to include clarifying language requiring a member deliver a report after appointed committee meetings and to cap Director compensation at \$190 in the event that another public agency also provides compensation. Mr. Duffy stated that the Ordinance will be re-introduced at a future meeting.

2. Parks and Recreation Activities.

a. Report on Granada Community Park and Recreation Center.

Project Manager Ray Razavi reported that the team is continuing to collect information for CEQA documents, the biological report is complete, the cultural report is almost complete, and a noise study contract with sub-consultant has been executed. Mr. Razavi highlighted that if the district applies for federal grants, the district would need to partner with a federal agency and those possibilities will be investigated. Director Clark stressed that if NEPA is pursued that the District be very cautious in choosing a federal agency as a partner. Director Dye asked that target dates be set so the project moves along. Mr. Razavi stated that no additional changes would be made to the project description and said late February would be a good goal for submitting for CEQA.

b. Report on planned Recreation Program Events.

The Assistant General Manager reported that the skate ramp resurfacing was finished, mowing of the community park parcel was completed. Director Dye asked about contractors parking on the property. Staff pointed out that there is no real enforcement policy in place but that the situation will continue to be monitored. Community Member Fran Pollard commented that it has been almost 10 years since the Community Services District was formed and that people still can't even play on the park area. She suggested that grass seed could be spread so the park can be used.

3. Consideration of Amendment to District Bylaws Regarding Check Signatory Rules.

Mr. Duffy explained that the policy change would address two main issues. First, to allow two board members to sign District checks if the General Manager or Assistant General Manager were not available. And second, for the General Manager or Assistant General Manager to be authorized to be the sole signatory on any checks under \$1,000. Director Dye remarked that the language in the policy should reflect that sole signatory privilege would only be for checks that required urgency. Director Clark questioned if the bank or a recipient would deem a check with one signature as unacceptable. Ms. Atmore stated that she would reach out to the bank again for confirmation.

ACTION: Director Dye moved to authorize the amendment to the District Bylaws regarding check signatory rules with the amendment that item 4 will add the phrase "applicable in the case of urgency". (Dye/Randle) Approved 5-0.

4. Consideration of District Investment Policy and Alternatives for District Funds Investments.

Mr. Duffy explained that there are different investment vehicles available for District reserves and that the District has generally invested with LAIF in the past. He stated that CalTrust and CAMP have higher returns, currently averaging 5.5% vs. the LAIF return of 3.3%. Mr. Duffy proposed that money currently invested in LAIF be moved to either CAMP or CalTrust. President Marsh pointed out that the difference on return right now would result in an extra \$60,000 per year.

ACTION: Director Dye moved to approve the District Investment Policy and directed staff to open new accounts as necessary and transfer some reserves from LAIF to any appropriate investment alternative. (Dye/Clark) Approved 5-0.

5. Engineer's Report.

Director Dye asked for clarification on the Pillar Point Harbor sewage meter. Mr. Duffy explained that the commercial customers are billed on water usage and that because much of the water used by the Harbor District is wash water that runs to the ocean, the installation of a meter measuring sewage into the District system would be more accurate. Ms. Atmore added that the Harbor District had not informed GCSD when the meter was installed and that a baseline read had not been supplied. She explained that now the Harbor District reports a monthly read to GCSD.

6. Report on Sewer Authority Mid-Coastside Meetings.

Director Clark reported that the SAM board authorized \$100,000 to install digester mixing pumps. SAM also passed an employee education reimbursement fund and approved an emergency incentive pay for employees who are called out during emergencies. Director Clark remarked that 7 businesses in the GCSD did not pass their FOG testing and multiple directors asked to see that list. Director Dye stated that in August of 2023, the insurance claims for SAM were verbally denied because floods are not covered. Since then SAM has been appealing the decision and it has not been received in writing. SAM has simultaneously been moving forward with a FEMA claim which at best will only cover approximately 80% of the cost of the flood. Director Dye also stated that SAM is now trying to purchase flood insurance.

CONSENT AGENDA

7. October 18th Special Meeting Minutes.

8. October 19th Regular Meeting Minutes.

9. November 2023 Warrants.

10. September 2023 Financial Statements.

11. Assessment District Distribution #4-23/24.

Director Clark requested additional information on the CASA membership and highlighted that the SAM CASA membership was \$14,000. Mr. Duffy stated that the cost for SAM may be much higher because of the size of the treatment plant and that he would follow up with SAM on that membership cost for clarification.

ACTION: Director Clark move to approve the consent agenda (Clark/Randle).
Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Atmore)

Ms. Atmore reported on the CSDA Board/Clerk conference that she attended in Seaside, CA. She also highlighted the District's outreach program for FOG (fats, oils, grease) and that grease bags for storing used home cooking oil had been placed around the District.

16. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:47 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: December 21, 2023.