



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

January 18, 2024

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:01 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 District Counsel William Parkin.

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 reported that a grant application for San Mateo Measure K grants had been submitted. Mr. Razavi stated that the biological and cultural reports had not received many comments, the noise study analysis was almost complete, and air quality modeling was taking place. Mr. Razavi will be meeting with the County of San Mateo to review the application process.
- b. Report on planned Recreation Program Events.
 - i. Coastside Land Trust, Junior Land Stewards Presentation (*Moved to first item*) - Haley Peterson from Coastside Land Trust provided the board with an overview on the previous months of programming and field trips.
 - ii. Update on 2024 tentative recreation planning – Ms. Atmore reminded the public that the Recology recycling event would happen on Saturday. She updated the board on plans for an Earth Day event, a possible Valentine's Day event at the Shoppes at Harbor Village, a movie night, and crafts with the library. Ms. Atmore also stated that there is discussion with the San Mateo County Libraries to bring the bookmobile to El Granada on a regular basis. Additional plans included an Easter Egg Hunt at Quarry Park, an adaptive cycling event, a Harvest Festival, and a holiday event in

conjunction with the Harbor District. Directors Dye and Marsh suggested various walks including birding and tree identification.

2. Consideration of Assessment District Budget.

Mr. Duffy explained that the proposed Assessment District budget will cover administrative costs for the District and for legal counsel, and that the assessment district reserves are deposited in the CAMP investment fund earning interest.

ACTION: Director Dye moved to approve the proposed budget (Dye/Randle).
Approved 5-0.

3. Consideration of Use Policy for Granada Community Park Property Parking Area.

Ms. Atmore reviewed draft versions of the Park Property Use Information and the Application and Use Agreement. Various board members discussed whether board approval would be necessary for every event or, if not, what parameters would be used to determine staff vs. board approval. Member of the public Michelle Dragony recommended that an ad-hoc committee to form. Directors Randle and Grant volunteered to work with staff to review use requests and develop a policy.

4. Engineer's Report.

Director Marsh asked when the proposals for the third phase of the sewer replacement project will be available. Mr. Duffy explained that a discussion of the reserves and possible sewer service charge study will help guide the decision on pursuing the next phase of replacement. Director Dye stated that the District sewer mains are in good condition.

5. Report on Sewer Authority Mid-Coastside Meetings.

Director Dye summarized the proposed SAM budget amendments which were not included in the approved SAM 2023/24 General Budget. The amendments include the following items: 1) a doubling of cost for the two clarifier projects from the FY 2022/23 budget which will be funded with repurposed money previously approved for other non-essential projects; 2) the Princeton Pump Station replacement project which is projected to cost \$1.34 million more than the original FY 2022/23 budget of \$1.26 million; 3) and the permitting and design work for the Montara Force Main project for \$783,000. SAM states that items 2 and 3 above are absolutely necessary to get started in order to comply with the SAM/ERF court settlement. The budget amendment that will be introduced at the SAM meeting on January 22nd proposes an to increase the original infrastructure budget of \$1,720,000 to \$3,842,000, an increase of \$2,122,000. Director Clark commented that SAM is in a very tight spot because of the ERF settlements that require that the work move forward. Director Dye remarked that ERF has been very reasonable and doesn't anticipate that they would be punitive if the project is underway but not completed. Director Dye stated that SAM is having some trees trimmed around the plant and that the plant seems prepared for upcoming storms.

CONSENT AGENDA

6. **December 21st Special Meeting Minutes.**
7. **December 21st Regular Meeting Minutes.**
8. **January 2024 Warrants.**
9. **November 2023 Financial Statements.**
10. **Dedication of Class 3 Mainline Extension to Serve APN: 047-288-030, 1230 Columbus Street, El Granada (Solloway).**
11. **Dedication of Class 3 Mainline Extension to Serve APN: 047-311-060, 207 Airport Street, El Granada (Big Wave).**
ACTION: Director Clark moved to approve the consent agenda (Clark/Randle).
Approved 5-0.

COMMITTEE REPORTS

12. **Report on seminars, conferences, or committee meetings.**
Director Marsh reminded to board of the upcoming CSDA Leadership Academy dates in San Luis Obispo.

INFORMATION CALENDAR

13. **Attorney's Report. (Parkin)**
14. **General Manager's Report. (Duffy)**
15. **Administrative Staff Report. (Atmore)**
16. **Future Agenda Items.**

ADJOURN TO 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; Sixth District Court of Appeal Case No. H049896)

RECONVENE TO OPEN SESSION

No reportable action.

ADJOURN REGULAR MEETING

The meeting was adjourned at 9:27 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: February 15, 2024.