



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

February 15, 2024

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:02 p.m.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark, and Director Barbara Dye. Director Jill Grant was absent.

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 on his preliminary meeting with the San Mateo County Planning Department and summarized subjects for follow up including parking, drainage, and crosswalks. Mr. Razavi went on to say that in addition to the Coastal Development Permit, the project would also require a use permit, a grading permit, and that the multiple lots would need to be merged. Mr. Razavi said that overall the feedback and review from the county was positive.
- b. Report on planned Recreation Program Events – Assistant General Manager Atmore reviewed upcoming events including twice monthly visits from the San Mateo County Bookmobile, Egg Hunt and Dog Costume Contest, Recology Recycling Day and Earth Day Event, and a Harbor History Walk.

2. Request from the Sewer Authority Mid-Coastside for an Amendment to SAM General Budget for FY 2023/24 and Associated GCSD Resolution.

General Manager Chuck Duffy stated that SAM is requesting an amendment to the FY 2023/24 SAM General Budget for funding of two infrastructure projects: the design of the section of the SAM IPS known as the Montara Force Main; and the construction and rehabilitation of SAM's Princeton Pump Station. Both projects are required as part of the August 2019 settlement agreement between SAM and the

Ecological Rights Foundation (ERF) as approved by the SAM Board. He reported that MWSD had already approved the SAM budget amendment, but the City of Half Moon Bay would not approve the amendment unless a stipulation to the existing lawsuit by the City against MWSD and GCSB was entered into. Mr. Duffy recommended that the Board approve the SAM budget amendment as requested.

ACTION: Director Dye moved to approve the SAM budget amendment and associated GCSB Resolution (Dye/Randle). Approved 4-0.

3. Consideration of Sewer Service Charge Rate Study Proposals.

Mr. Duffy explained that in reviewing future budgets and reserves for the sewer district based on the large increase in the SAM infrastructure budgets, the District will need to review future sewer service charge rates. He reviewed the three proposals received to conduct a rate study and recommended that the Board accept the proposal from Bartle Wells.

ACTION: Director Dye moved to approve the Bartle Wells rate study proposal. (Dye/Clark). Approved 4-0.

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

Staff reported that Section 1.3 of the ordinance erroneously included the prior language from the ordinance before it was amended. Board President Marsh subsequently read the correct version of Section 1.3 into the record as part of the ordinance.

ACTION: Director Dye moved to waive the second reading of the ordinance as amended above (Dye/Clark). Director Randle moved to approve Ordinance No. 177 as amended above. (Randle/Clark). Approved 4-0.

5. Consideration of GCSB Construction Specifications and Details.

Mr. Duffy explained that the District's engineering standard specifications and details had not been updated since 2002, and that District Engineer John Rayner from Kennedy Jenks updated the specifications and details with a few changes.

ACTION: Director Dye moved to approve the District Standard Construction Specifications and Details as presented. (Dye/Marsh). Approved 4-0.

6. Engineer's Report. Director Clark asked for clarification on the Naples Beach Phase 2 Project easement for the sewer mains and asked what the District previously had in place. Mr. Duffy explained that the District had a temporary Right of Entry permit from State Parks on their property to construct the new sewer mains as part of the project. State Parks had indicated that an easement would take too long to implement at the time and would have delayed the project schedule.

7. Report on Sewer Authority Mid-Coastside Meetings. Director Dye stated that SAM decided to put four projects on hold to finance the rebuilding of the primary and secondary clarifier projects. Director Dye also reported that SAM had recently had a flood analysis for the treatment plant completed.

CONSENT AGENDA

8. **January 18th Regular Meeting Minutes.**
9. **February 2024 Warrants.**
10. **December 2023 Financial Statements.**

ACTION: Director Randle moved to approve the consent agenda. (Randle/Dye).
Approved 4-0.

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 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 9:10 p.m.

ATTEST:

Hope Atmore, Board Secretary

Date Approved by the Board: March 21, 2024.